General Ledger – User Manual

Implementation of Management Information System (MIS)

Including Financial Management System (FMS)

ICAR

Version No.: 20.0

INDIAN AGRICULTURAL STATISTICS RESEARCH INST
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
LIBRARY AVENUE, PUSA, NEW DELHI – 110 012
www.iasri.res.in
2013

Project Team

Mission Leader

Dr. N.S. Rathor, DDG (Engg.)

IASRI, New Delhi (Lead Institute)

Dr. A.K. Choubey, HoD, CA
Dr. Alka Arora, Sr. Scientist
Dr. Sudeep Marwaha, Sr. Scientist
Smt. Shashi Dahiya, Scientist
Sh. S. N. Islam, Scientist
Dr. Anshu Bhardwaj, Scientist
Sh. Soumen Pal, Scientist (till 30th September, 2012)
Sh. A.P. Sharma, S.F&AO
Sh. K.P.S. Gautam, SAO

IBM Team

Sh. Amit Bothra
Sh. Sameer Sachdeva
Sh. Anil Sharma
Sh. Ravi Kant Singh
Sh. Navroz Singh Dhillon
Sh. Pushpendu Roy
Sh. Sapthagiri Srirangam
Sh. Amarnath Vankadara
Sh. Himanshu Garg
Smt. Sneha Yadav
Sh. Sourabh Kumar
Sh. Nitin Batta
Smt. Lakshmi Sowmya

List of Resource Personnel

ICAR

Sh. Devendra Kumar, Dir (F)
Sh. Sanjay Gupta, Dir (A) (till July, 2012)
Sh. J. Ravi, Dir (P)
Dr AK Vasisht, ADG(PIM/ESM)
Ms. Namrta Sharma, DS (P)
Sh. Rupesh Sharma, SO (GA)
Sh. Harpal, SO (Cash-I)
Sh. Dilip Roy, CASH DISBURSEMENT
Sh. SK Behera, DS (GAC)
Sh. Rajiv Mangotra, DS (P)
Smt. Rashmi Rao, Deputy Director Finance
Sh. GP Sharma, DDF
Sh. S K Pathak, SF&AO
Sh. S K Sharma, F&AO
Smt. Sunita Arya, SF&AO
Smt. Rajashree Sunil, US (Tech & WS)
Sh. Naresh Kumar Arora, F&AO (Edn)
Sh. Kanhaiya Lal Chowdhary, DS (Edn)

NDRI, Karnal

Sh. J.K. Kewalramani, JD (Admn) & Registrar
Sh. Vishal Acharya, AF&AO
Sh. Brahm Parkash, AAO
Sh. S George, CF&AO

CIFE, MUMBAI
Sh. Suresh Chandra, CF&AO
Sh. Suresh Kumar, CAO
Dr. S. Jahageerdar, Officer In-Charge, IT

NAARM, Hyderabad
Sh. Sanjay Kant, JD (Admn) & Registrar
Sh. Jakir Hussain Khilji, F &AO

CMFRI
Sh. Rakesh Kumar, CAO
Sh. AV Joseph, SF&AO

CRIJAF
Sh. K.P. Nath, F&AO
Sh. M.K. Pachauri, SAO
Dr. D. Barman, Scientist

NBPGR
Sh. B K Bansal, F&AO
Sh. S K Sinha, SAO

IARI
Sh. Radhey Shyam, CF&AO
Sh. P.K. Jain, CAO

DKMA
Sh. Himanshu, Scientist, DIPA, ICAR
Sh. Naresh Kumar Arora, F&AO(Edn)

NAIP
Sh. S Bilgrami, CF&AO
Sh. Kumar Rajesh, US

IVRI
Sh. Pankaj Kumar, Joint Secretary

ICAR-REC

Sh. Pushapanayak, CAO

DOCUMENT RELEASE NOTICE

General Ledger – User Manual Document

Version no: 20.0

Release no: All Releases

Date of Release	:	14th October 2014	
Client	:	Indian Council of Agricultural Research	
Project	:	FMS & MIS Implementation	
Author	:	Sh. Himanshu Garg	
Reviewer	:	Sh. Anil Sharma	Date: 14th October 2014
Approved by	:		Date:
Control Assurance by	:		Date:

REVISION HISTORY					
Document No.:		Document Title: Payables– User Manual Document			
Version No.	Issue Date	Change Details	Owner	Approved By	Remarks
1.0	20th August 2013	No Previous Document	Himanshu		
10.0	14th October 2014	Reviewed Version 1.0 and made applicable changes	Himanshu		
20.0	23 May 2015	Reviewed Version 10.0 and changed the URL for the instance on Page 12	Sneha		

Table of Contents

1 INTRODUCTION 7

1.1 ABOUT THIS DOCUMENT 7
1.2 ENVISIONED CHART OF ACCOUNTS (COA) STRUCTURE 8
1.3 IMPORTANT KEYBOARD SHORTCUT 9
1.4 JOURNAL ENTRIES 10

2 LOGGING INTO ORACLE APPLICATIONS 12

3 CREATION OF MANUAL JOURNALS 13

4 POSTING OF MANUAL JOURNALS 19

5 JOURNAL INQUIRY 23

6 CONCURRENT PROGRAMS 26

6.1 ICAR ACCOUNT ANALYSIS REPORT 26
6.2 PROCESS TO RUN TRIAL BALANCE 31

7 REPORT MANAGER - FOR RUNNING FINANCIAL REPORTS 34

7.1 RUN REPORTS 34
7.1.1 Balance Sheet 34
7.1.2 Income & Expenditure 47
7.1.3 Schedules forming part of Annual Accounts 55
7.2 PROCESS TO VIEW SAVED REPORTS 63
7.3 PROCESS TO CREATE A NEW FOLDER FOR STORAGE 68

1 Introduction

1.1 About this document

This document covers the above mentioned contents of the following module:

- General Ledger

The document has been developed by the IBM Team based on the inputs from the ICAR Team.

1.2 Envisioned Chart of Accounts (COA) Structure

Process Map

Segment	Remarks
Institute	Intended to Capture Institute Name. Proposed Balancing Segment
Fund Type	Intended to capture Plan/ Non Plan/ AP CESS etc
Scheme	Intended to capture Scheme Number
Division	Intended to capture Division
Natural Account	Natural Account Value
Future1	For future use
Future2	For future use

1.3 Important Keyboard shortcut

Function/Purpose	Keyboard Shortcut
Enter into query mode	**F11**
Query with partial information	**Prefix or suffix with %**
Execute query	**CTRL + F11**
Close/Exit screen	**F4**
Invoke List of Values	**CTRL + L**
Insert duplicate field	**SHIFT +F5**
Insert duplicate record	**SHIFT +F6**

To query the form:

1. For query, first press F11.
2. Give partial information on screen like partial invoice name, number and prefix or suffix with %.
3. Execute the query by pressing CTRL and F11.

List of Value (LOV)

LOV is a UI component that facilitates the completion of a text entry field when there are numerous values that may be assigned. LOVs are a useful alternative to drop-down lists, particularly in cases where displaying a long list of selections in a drop-down list would require excessive scrolling.

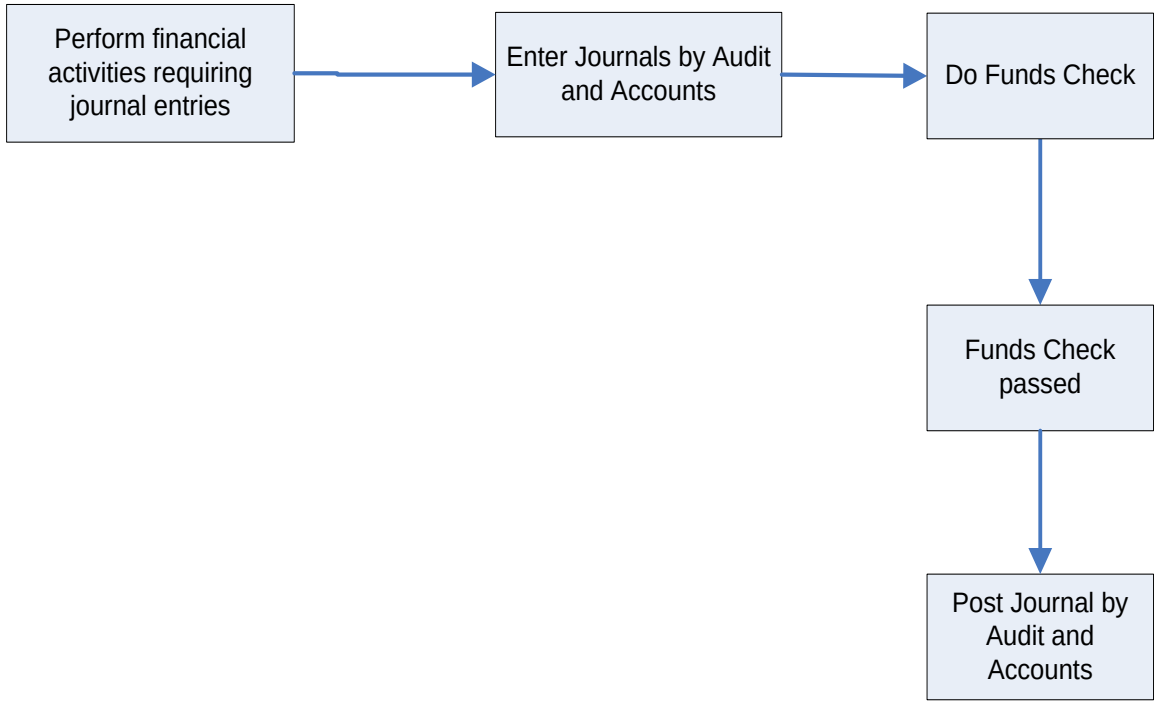
Search within LOV list

1. Click on the LOV icon.
2. The list of LOV is displayed.
3. If short list then scroll and select the required value. Press OK.
4. If the LOV list is long, then enter any partial/full value and suffix with the '%' in the Find field. The '%' as prefix and suffix is also used where the subsequent word(s) of the total value is used for query.
5. Then click Find button.
6. This displays a shortened list of values that will match the query submitted.
7. Select the value desired and click OK. The original text entry screen is populated.

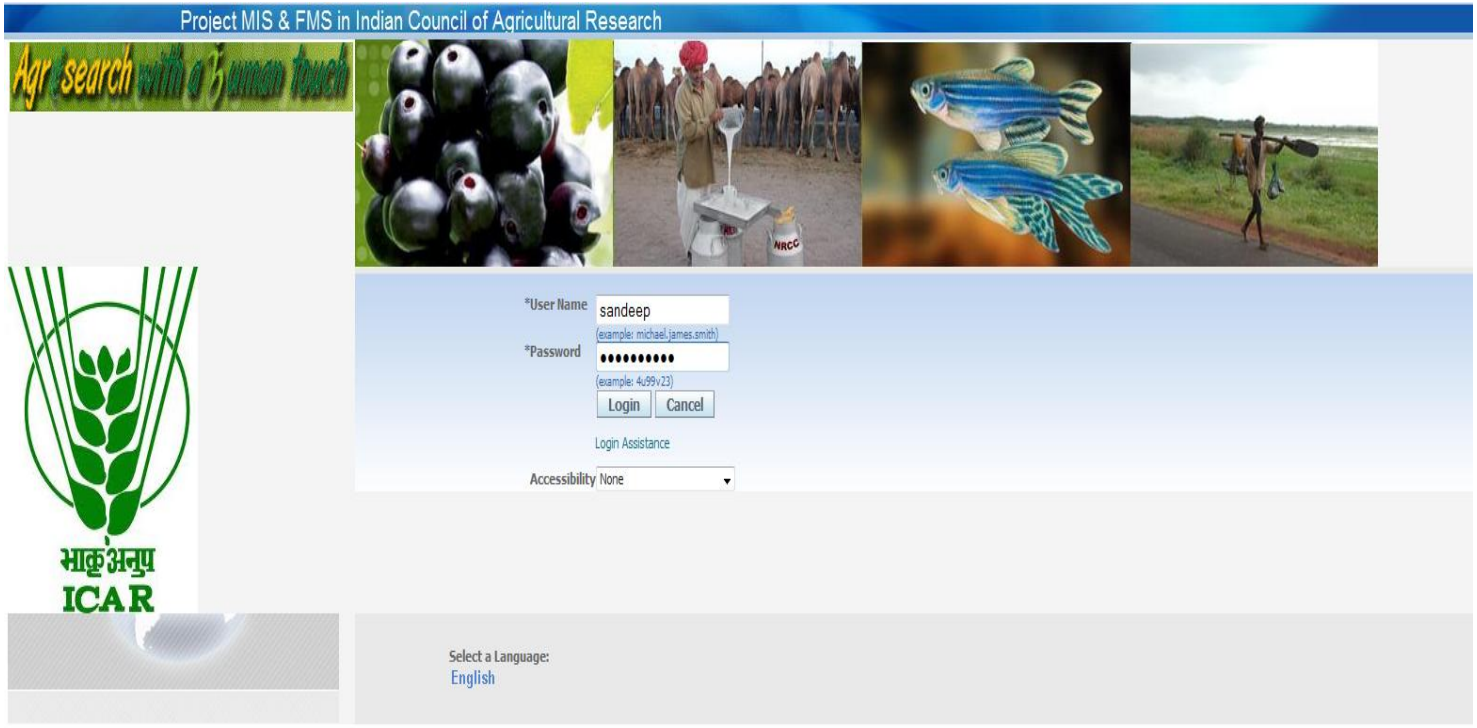
1.4 Journal Entries

Process Overview Description	• Audit and Accounts section will create Manual Journals (Adjustment Journals). • Year-end Adjustments entries to be passed in GL directly *Journal Entries from Oracle Receivables* • Entries relating to Sales Invoices, Trade Receipts entered in Receivables will be imported in General Ledger *Journal Entries from Oracle Payables* • Entries relating to Purchase Invoices and Payments entered in Payables will be imported in General Ledger *Journal Entries from Oracle Assets* • Capitalization, depreciation, retirement, adjustment entries will be imported in General Ledger

Process Overview

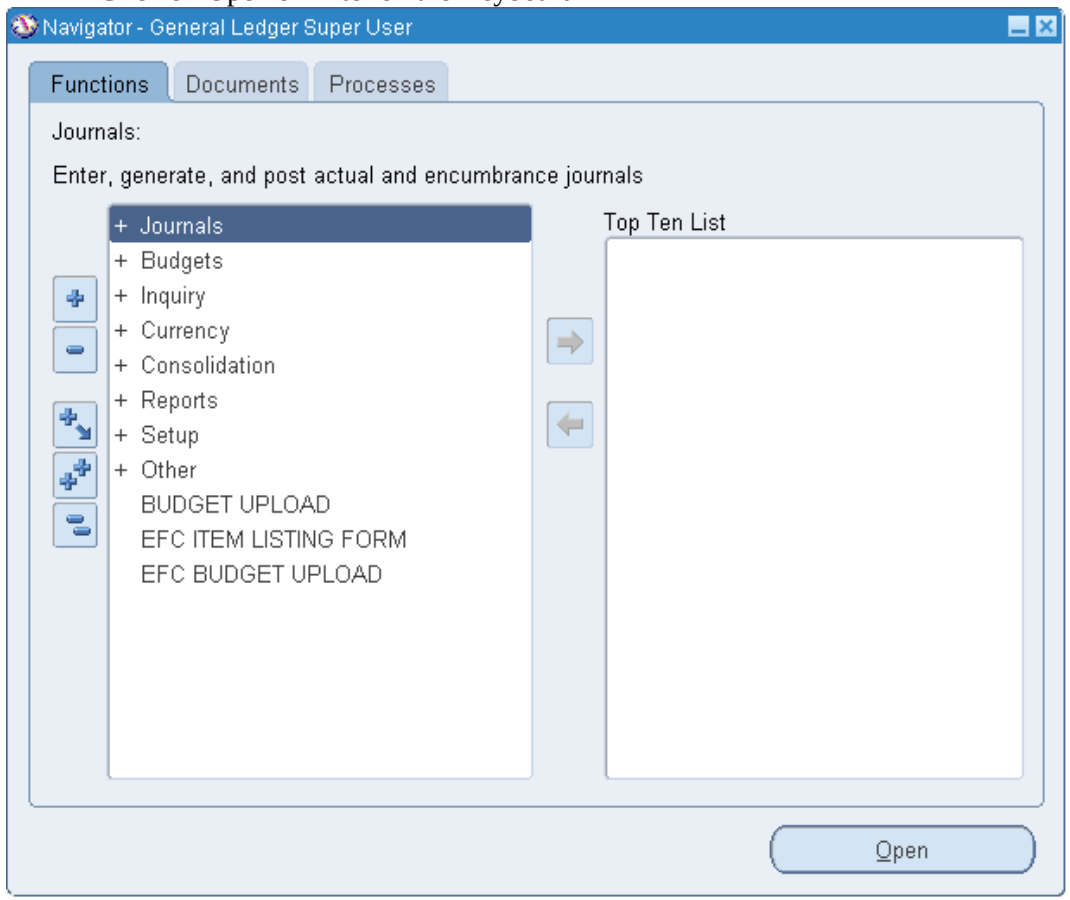

Perform financial activities requiring journal entries
Enter Journals by Audit and Accounts
Do Funds Check
Funds Check passed
Post Journal by Audit and Accounts

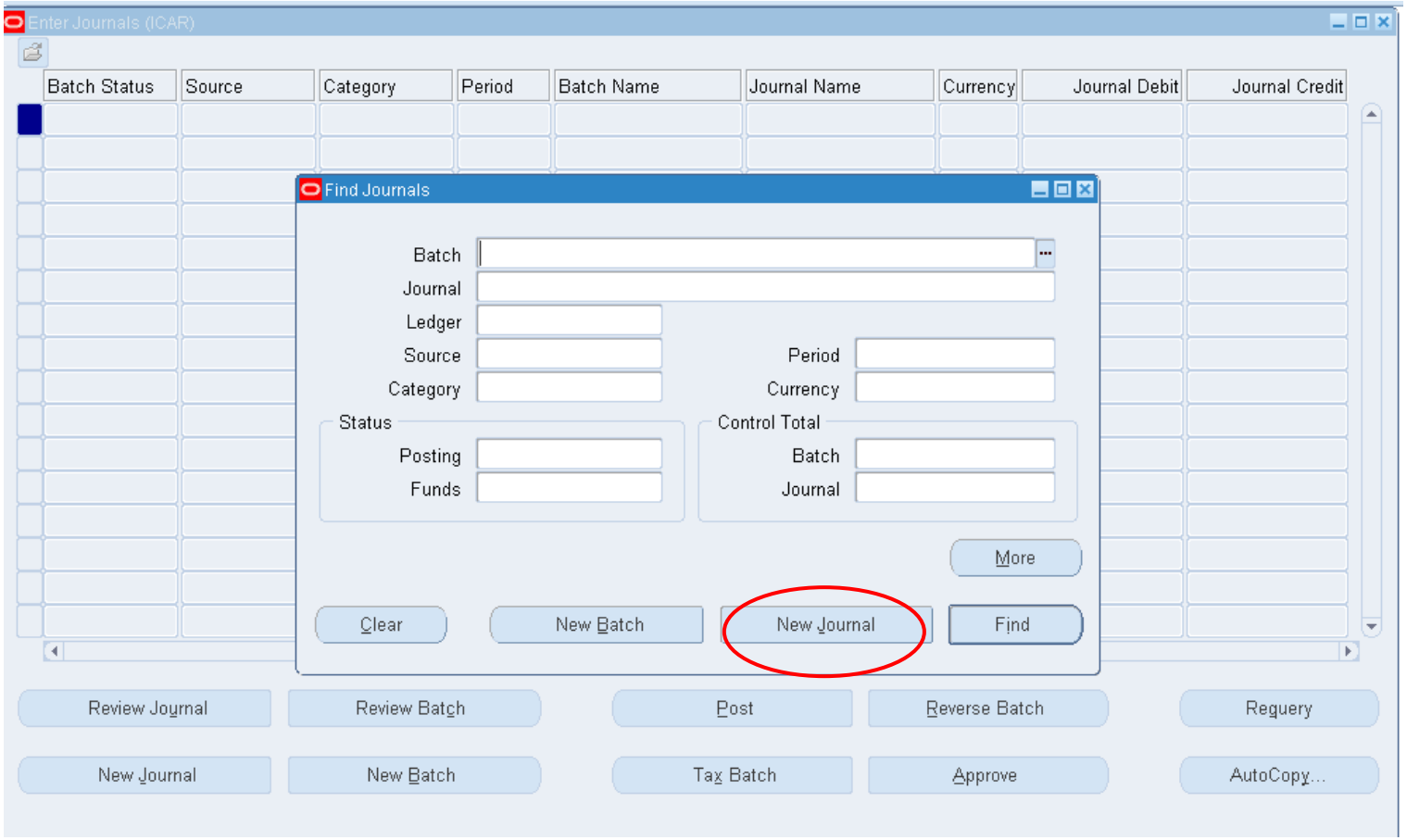
2 Logging into Oracle Applications

Navigation	• Open the link for the Oracle Instance http://icarerp.iasri.res.in
Logging into Oracle Applications	• Enter the Username and password as provided (individual user name/password to be used). Password needs to be changed on first time login. • On logging into the application, a new page consisting of the responsibilities assigned to the user and the active notifications for the user will open up 

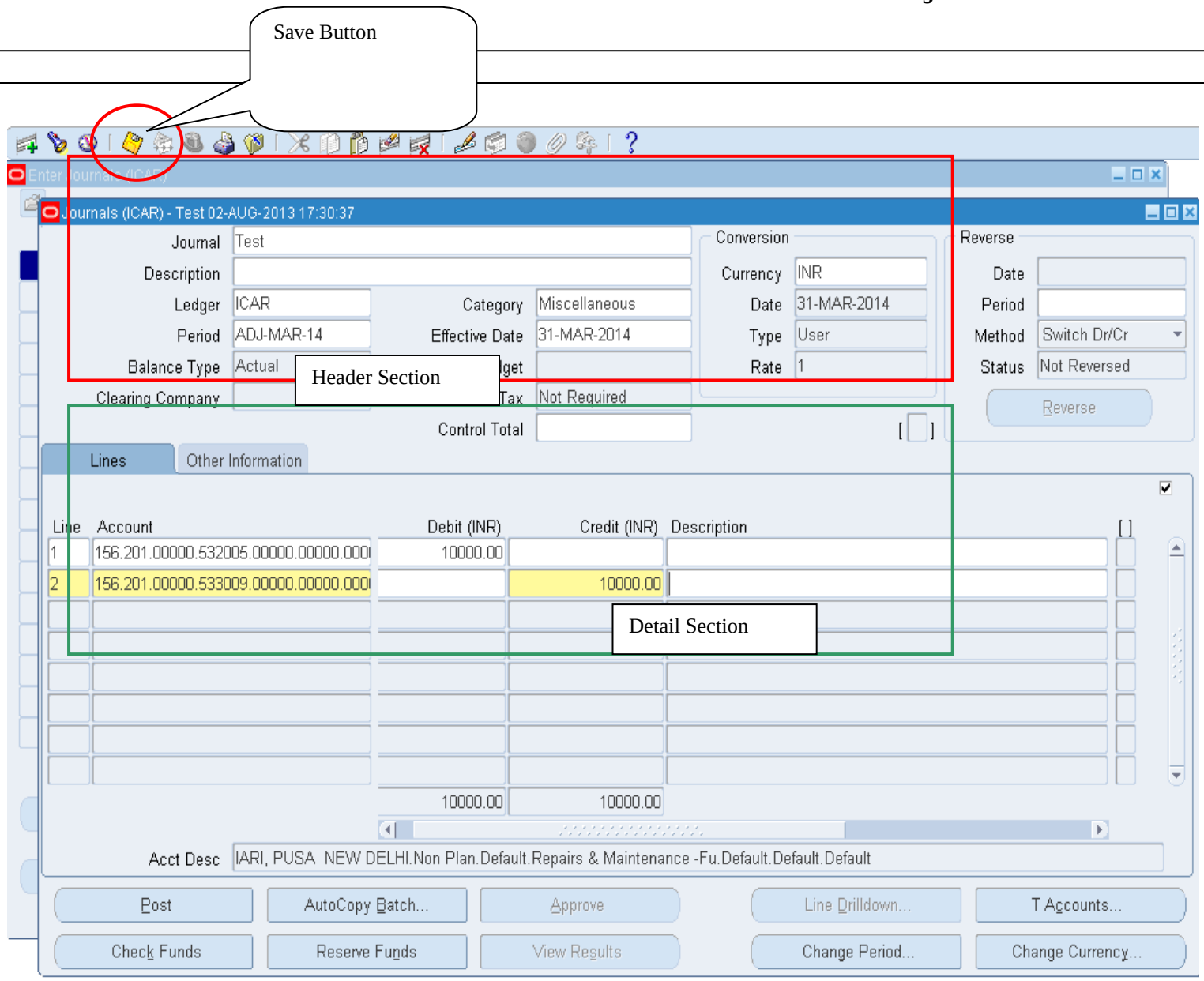
3 Creation of Manual Journals

Purpose	• The purpose to create manual journals in General Ledger is mainly for passing adjustment entries. This is required when an incorrect treatment is being done in some other sub-module, and accounting is done. • Following is the way to pass a journal: • **Journal:** General Ledger will create a *batch for each journal entry automatically*, using the source (Manual) combined with a unique batch ID and the system date.

Creation of Manual Journals	• Login → General Ledger Super User → Journals→Enter • Click on Open or Enter on the Keyboard 

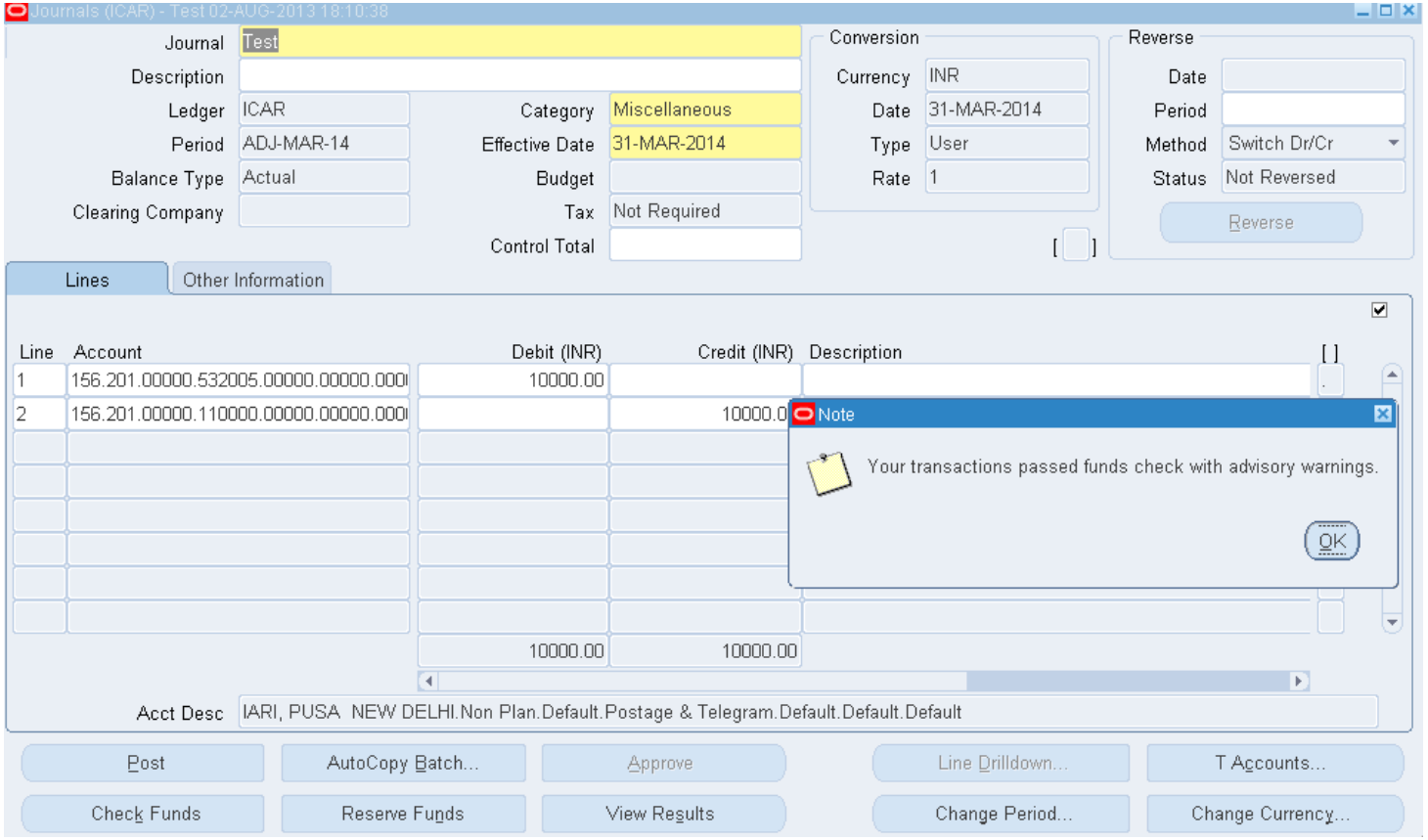
Creation of Manual Journals	• To create a new Journal click on "**New Journal**" • Journal screen will open. 

Creation of Manual Journals

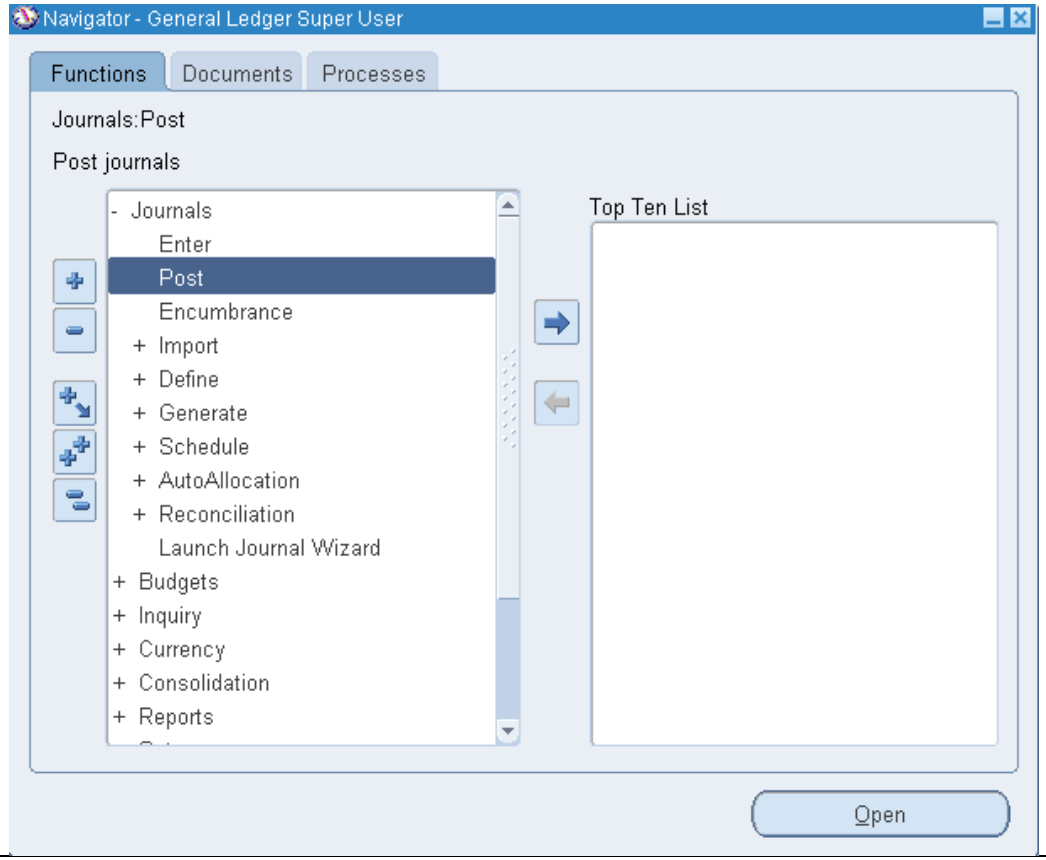


Creation of Manual Journals	**Entering Header Section of a Journal** Steps: 1. **Journal**: Enter the Journal Name. If left blank system will generate a running manual number. 2. **Period**: Select the Period in which the general needs to be entered. 3. **Category**: Select Miscellaneous for adjustment journals as shown below. 4. **Effective Date**: Enter the date (on which the Voucher is to be accounted 5. **Description**: Enter the Narration for the voucher in the Description field. In the Detailed section, the adjustment entry needs to be passed. **Entering Detail Section of a Journal** Steps: 1. **Line**: Give first line as number 1, and the credit line as number 2. 2. **Account**: Enter the amount to be debited /credited in the respective fields. Which account is to be debited/credited will depend upon the adjustment to be done. Click on account to select the correct code combination. 3. **Description**: You can additionally enter the description for individual line item. 4. **Debit/Credit**: Enter the amount. Since it is passing of a journal entry only, the total of debit and credit shall match to pass a successful journal. **For example an invoice shall be booked under the head Postage and Telegram, but instead booked and accounted under wrong head.** **Then we need to pass a rectification journal for this in the Journals screen. This screen is used to enter a journal entry manually.**

Creation of Manual Journals	• After entering the entry, click on Check Funds to check for the availability of funds. • Click on ok on the message. • If funds are available then click on save button and close the window. The system will generate the voucher number.

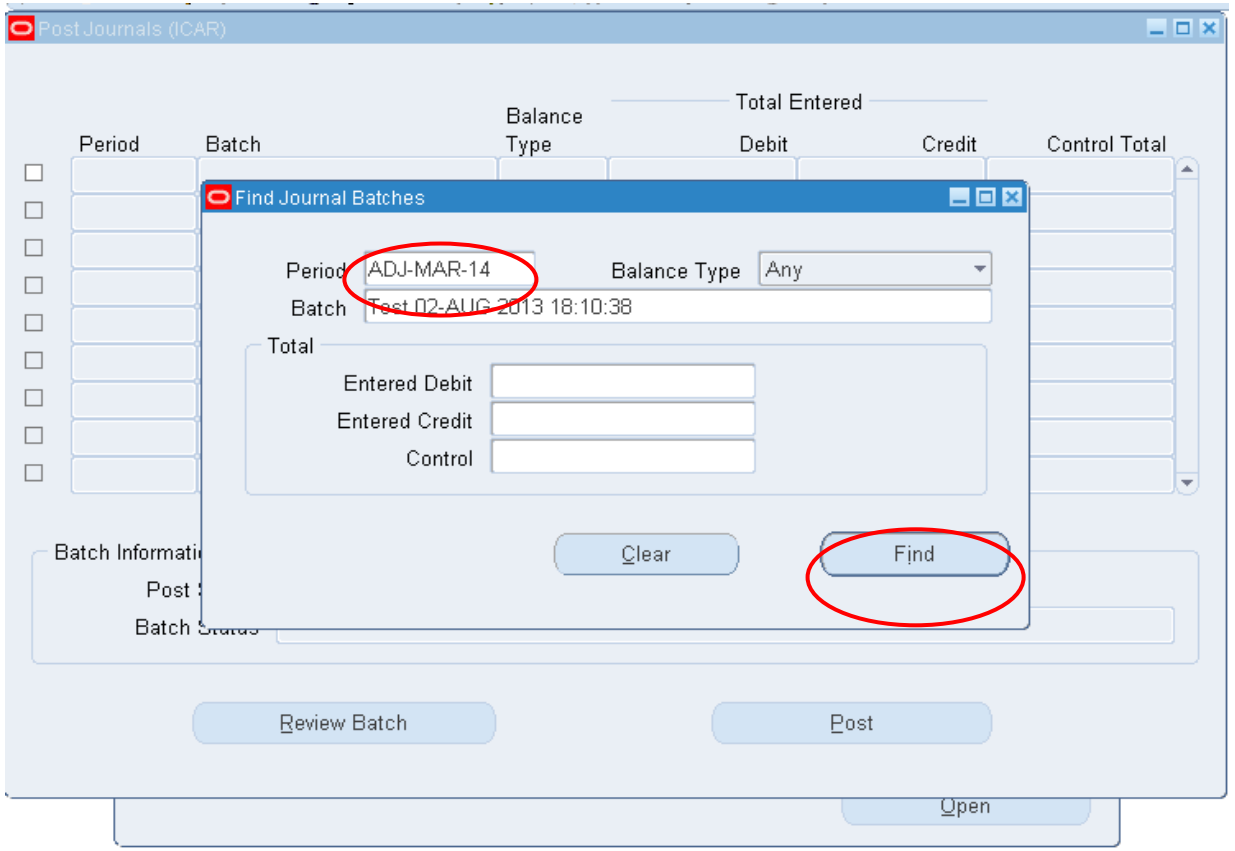


4 Posting of Manual Journals

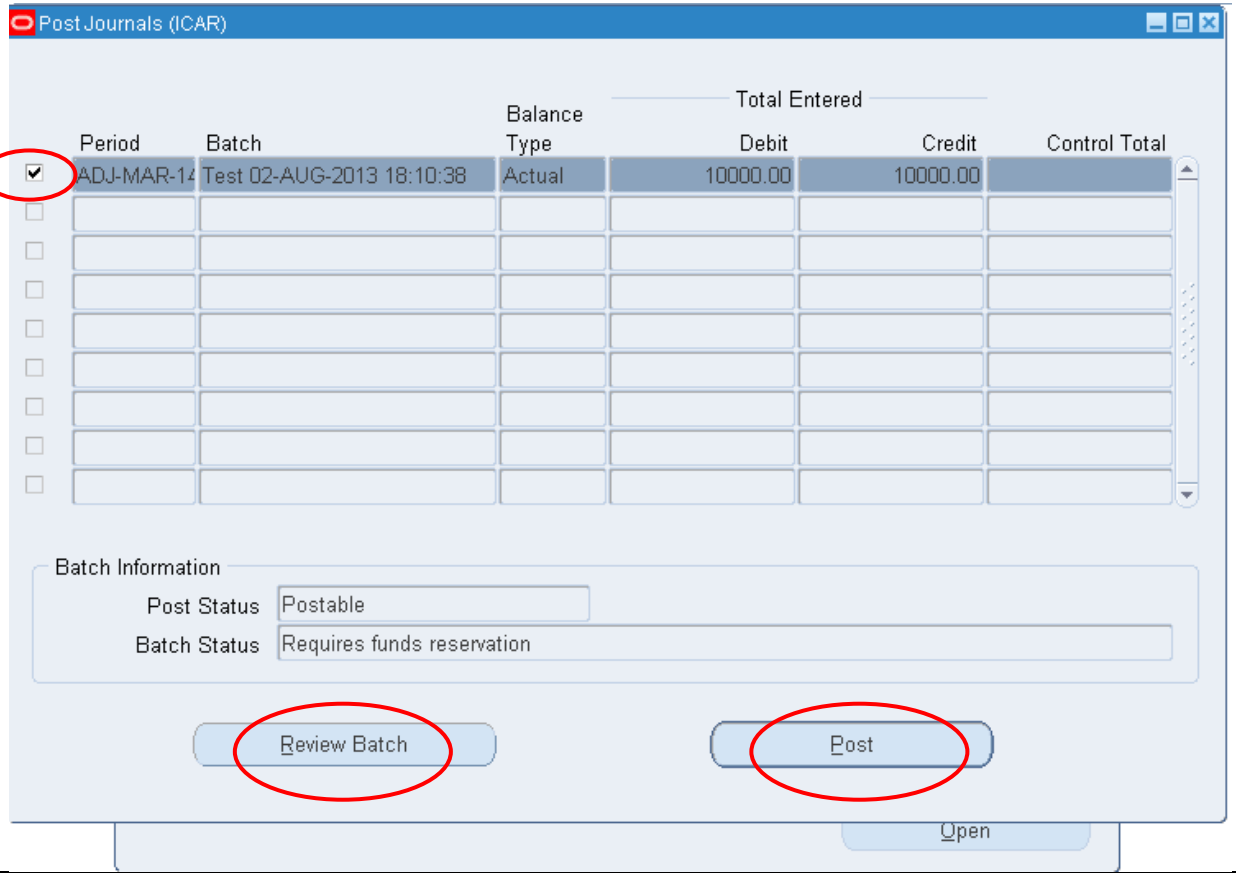
Purpose	• Once manual journals are created, they need to be posted in General Ledger to update the account balances. Posting can be done by selecting a single journal, a journal batch or a group of journals.
Navigation	• Login → General Ledger Super User → Journals→Enter • Click on open. The "Find Journal Batches" screen will be displayed. 

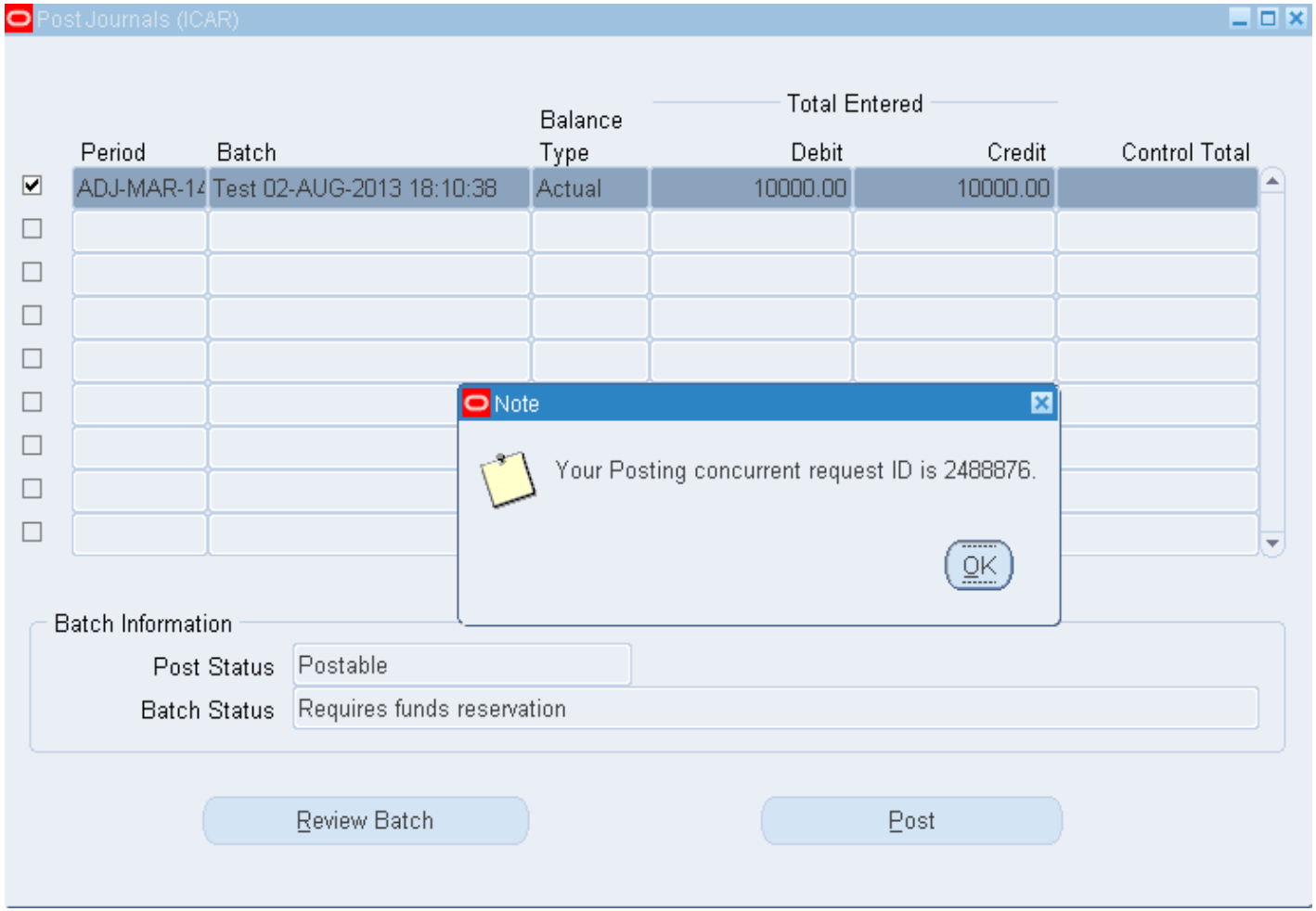
Posting of Manual Journals

- To query an existing Journal enter any or a combination of following criteria:
  a) Query it Based on the Batch Name. If a single journal was created, then enter the Journal name with %, and search for the journal.
  b) For a particular period (like for Jan-13, Mar-13 etc.)
  c) Click on **Find**.



Posting of Manual Journals	• In the "Post Journals" screen, you will find all the journals that have not been posted. • Steps: 1. Select the journal to be posted. 2. Preview the journal batch by clicking on the "**Review Batch**". This will be applicable if the query screen returns a journal batch (and not a single journal). 3. Post the journal or the journal batch by clicking on "**Post**" button

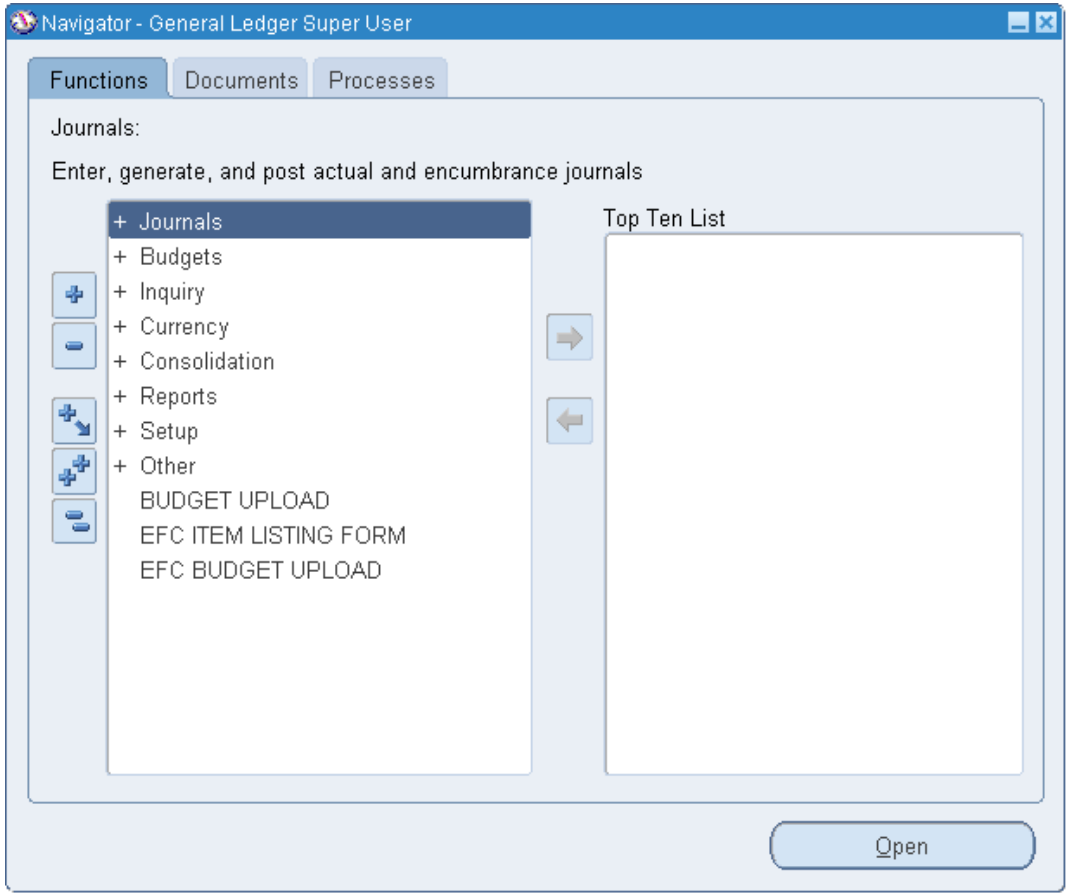


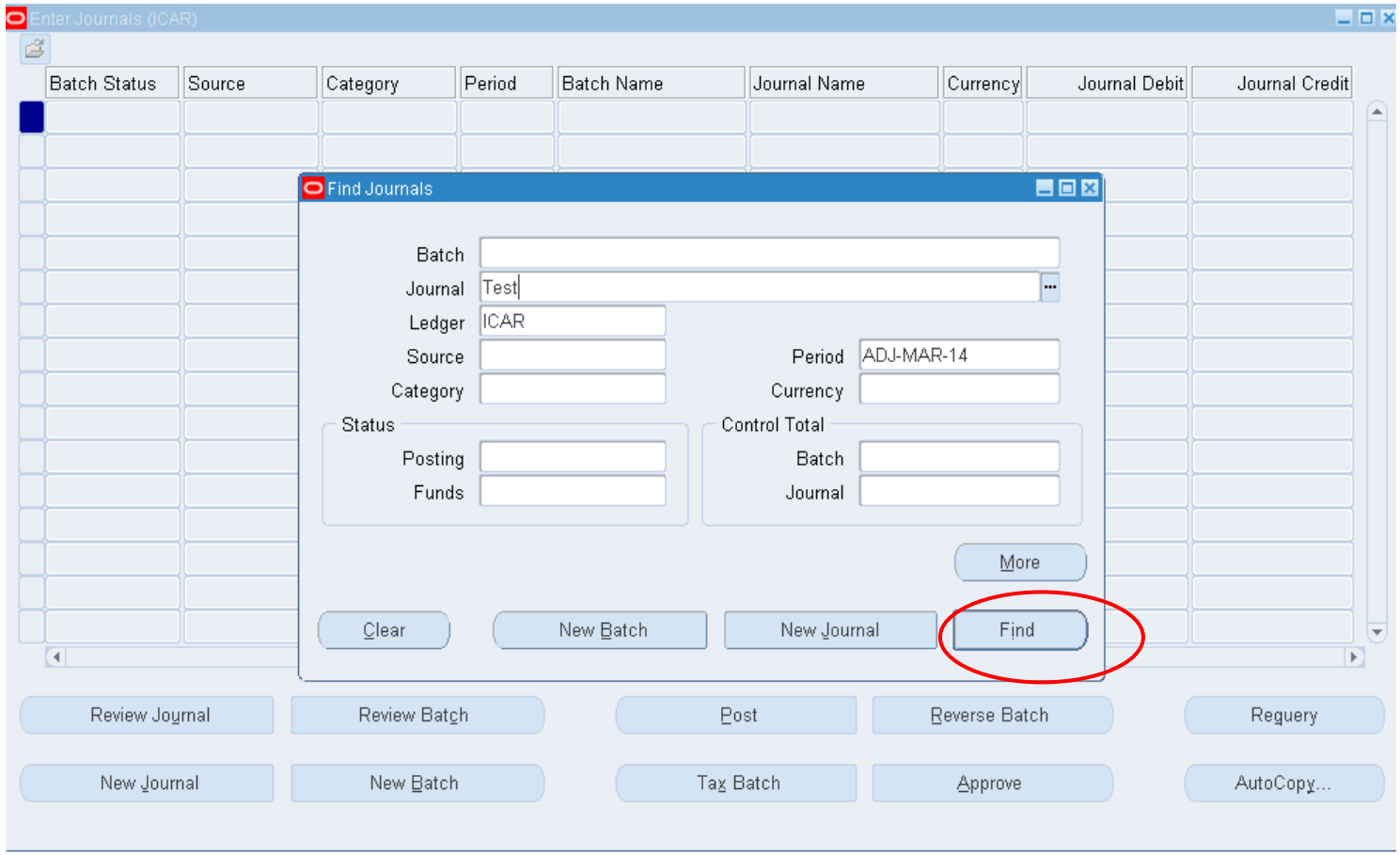
Posting of Manual Journals	**1.** A concurrent request will be submitted. **2.** Click on **Ok** 

5 Journal Inquiry

Navigation

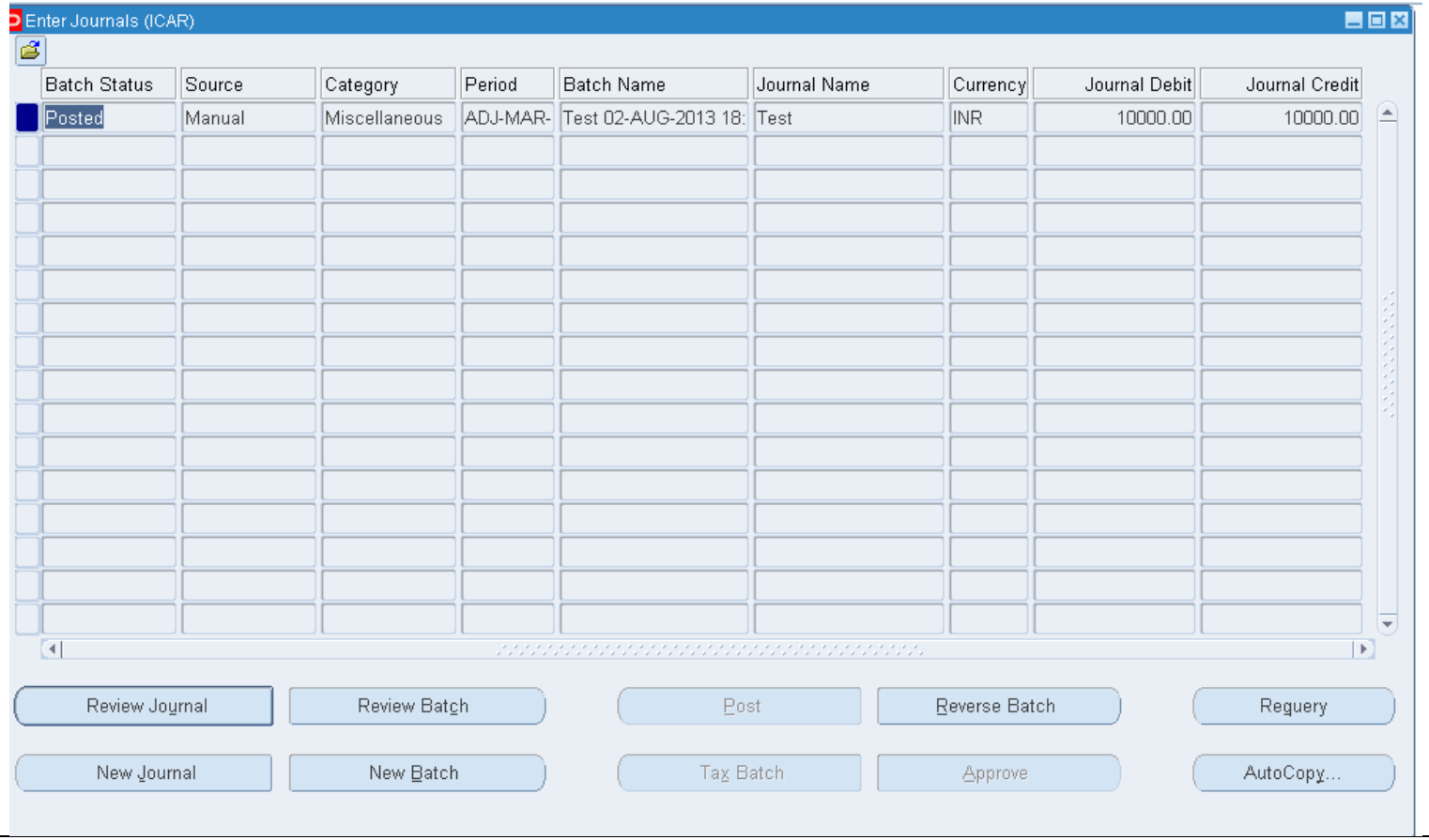
- Login → General Ledger Super User → Journals→ Enter
- Click on open.



Journal Inquiry	• Enter any of the Field information to inquire any Journal. • Enter Ledger name as ICAR • Enter the Journal or Batch name, or search in the List using %. • Enter Period and click on **Find** button. 

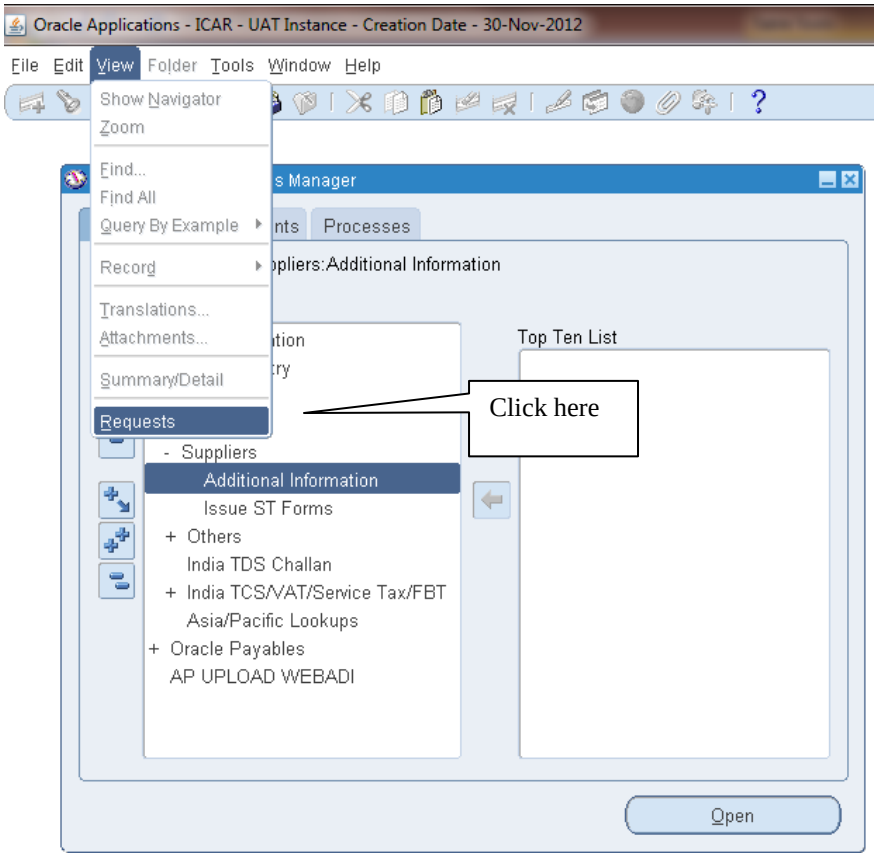
Journal Inquiry

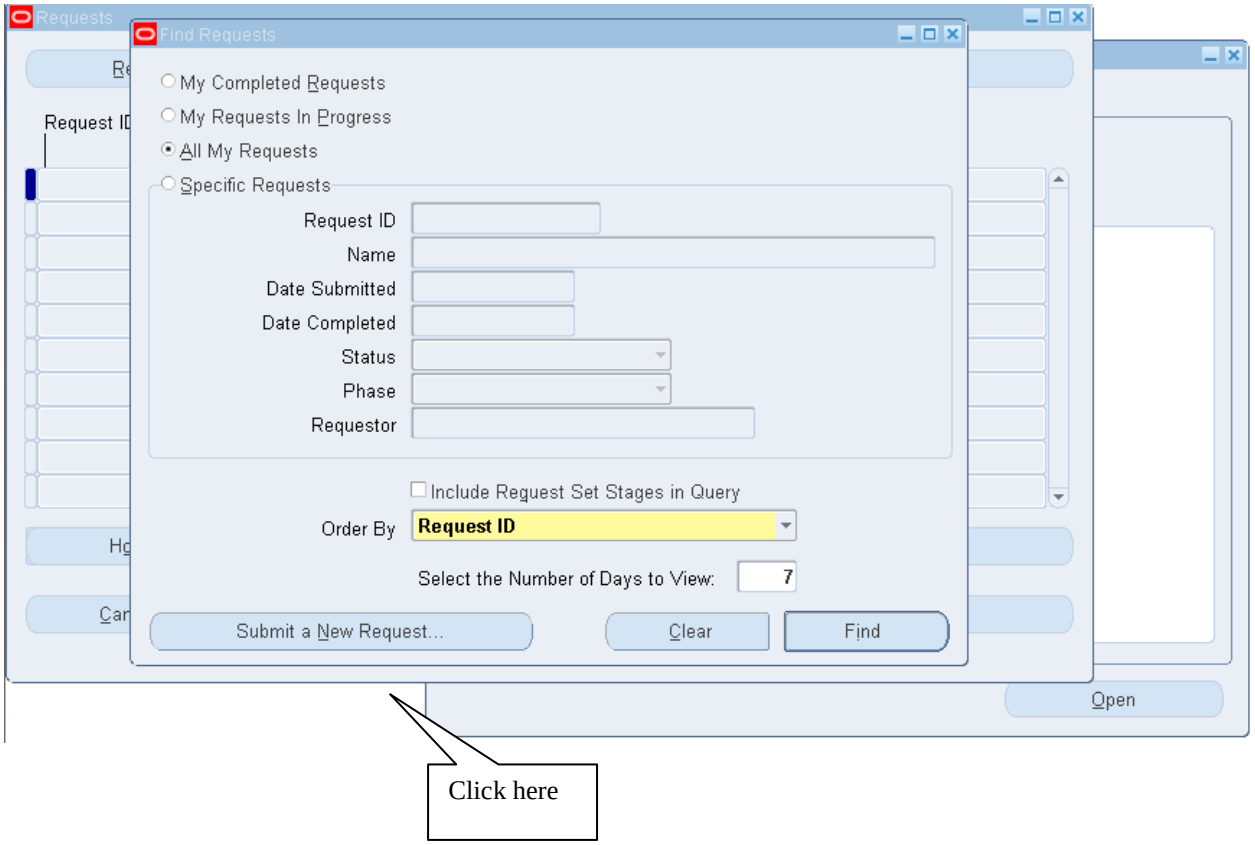
- It will reflect the Batch status, and other details.
- The status of the Journal that is posted will be reflected here.
- Click on **Review Journal** button to review the journal further.

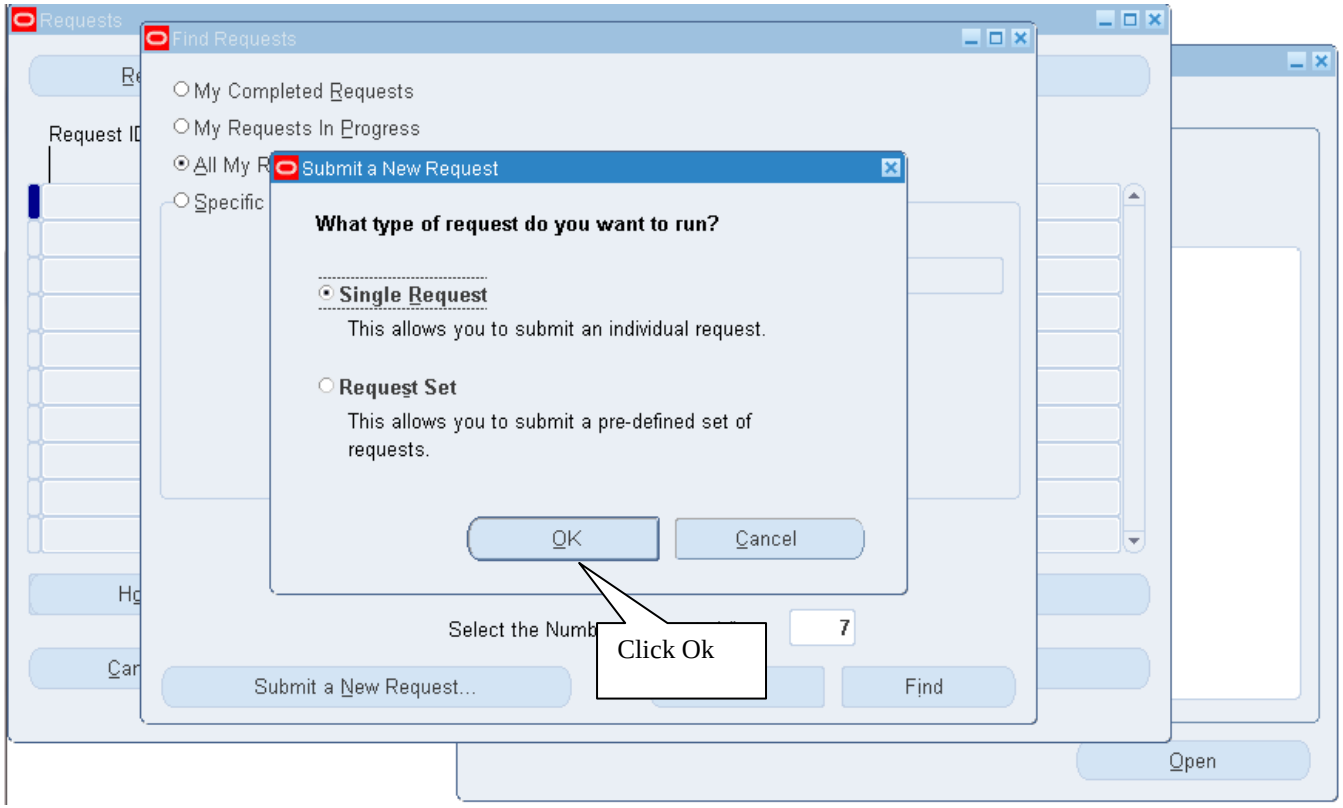


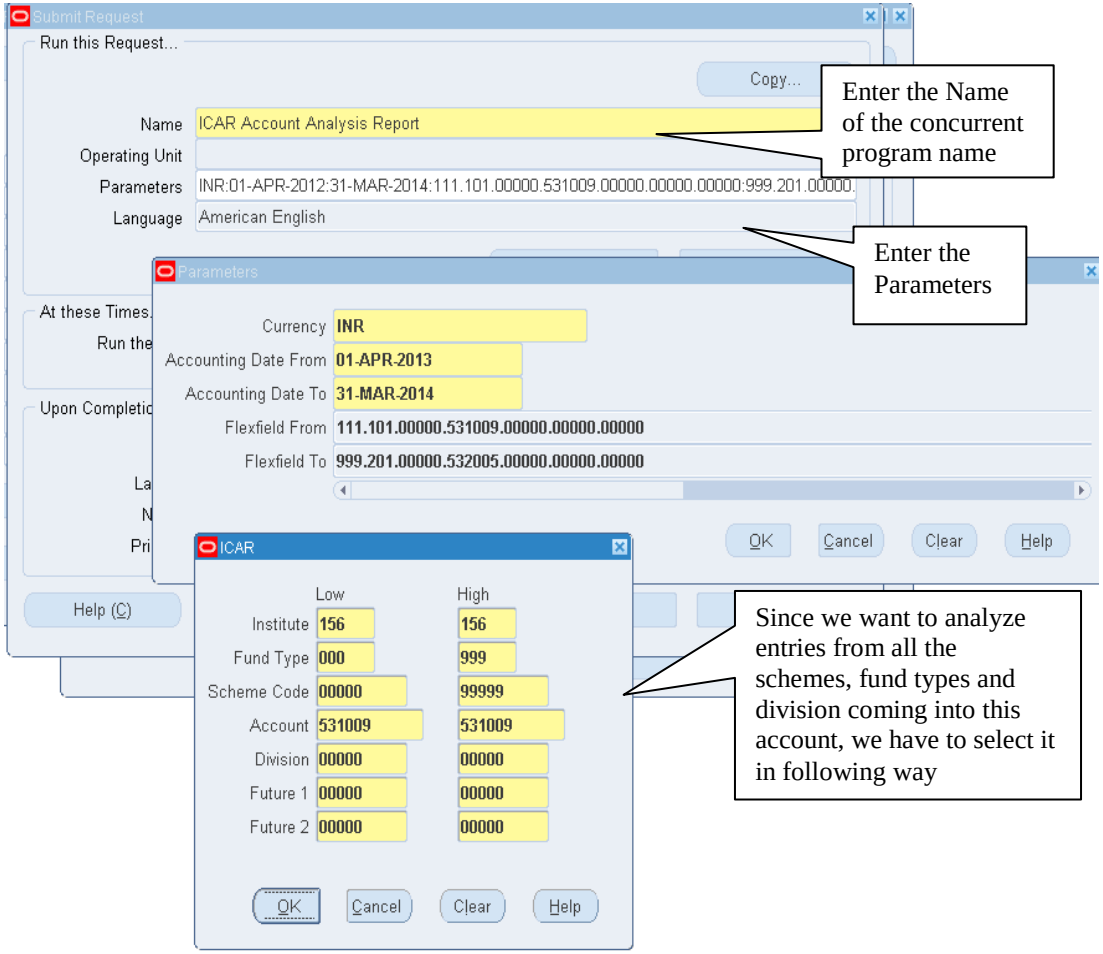
6 Concurrent Programs

6.1 ICAR Account Analysis Report

Overview	• ICAR Account Analysis Report gives the analysis of any account which is entered in the parameters. This report will show all the entries that are being entered in this account irrespective of the source, along with the User name who entered them.
Navigation	• View →Request
Run the Concurrent program ***"ICAR Account Analysis Report"***	• Process for running any concurrent report is same. 

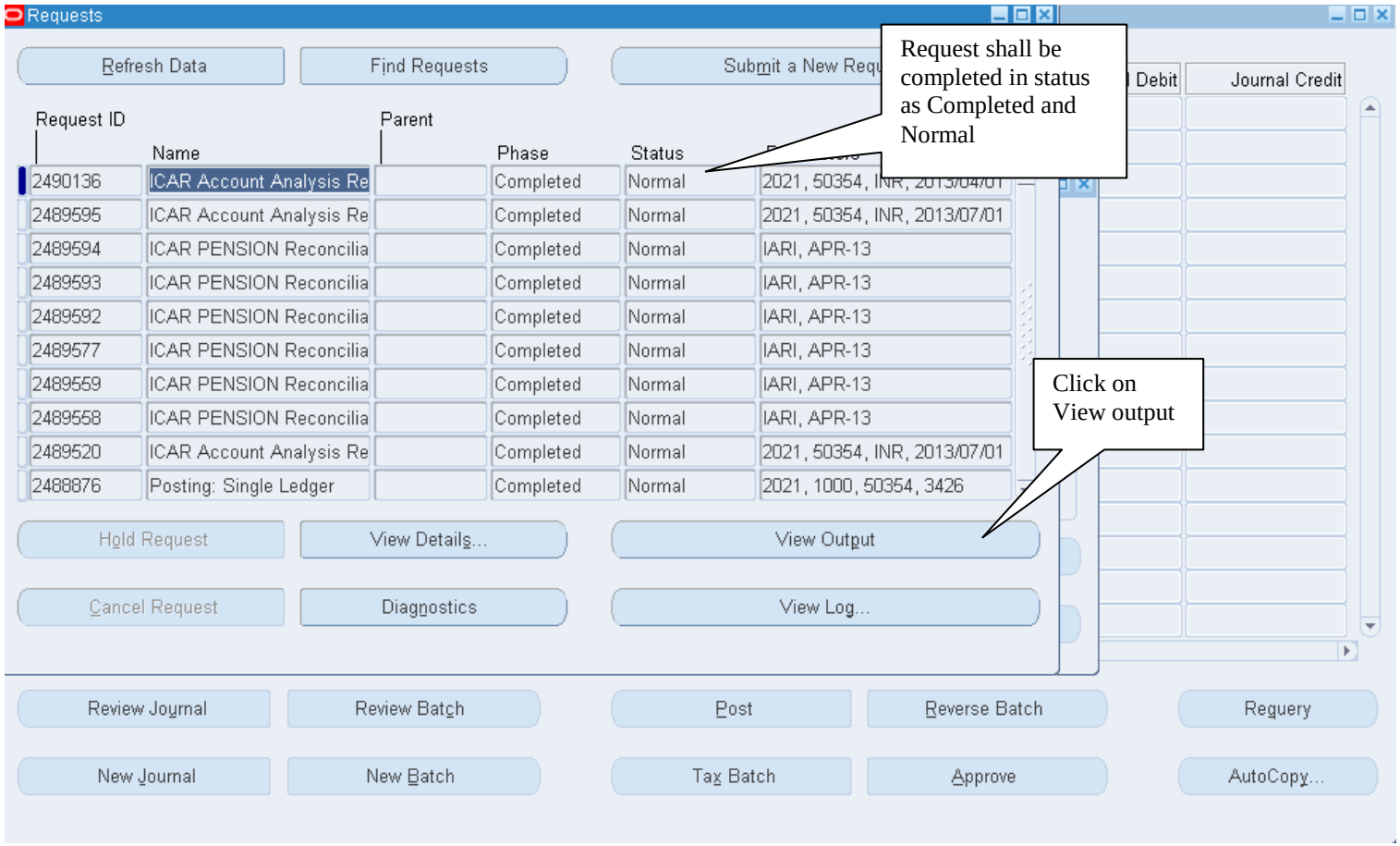
Concurrent program ***ICAR Account Analysis Report***	• Click on Submit a New Request 

Concurrent program ***ICAR Account Analysis Report***	• Click **Ok** for submitting Single Request 

Concurrent program ***ICAR Account Analysis Report***	• Enter the parameters as shown in figure. • Click on **Ok** and again click on **Submit** Button and submit the request to run the report. • For Example we want to analyze the flow of all the entries in Account 531009, in Institute 156. 

Concurrent program ***ICAR Account Analysis Report***

- Click on **Refresh Data**. Program should be completed with status as Normal. As shown in figure.



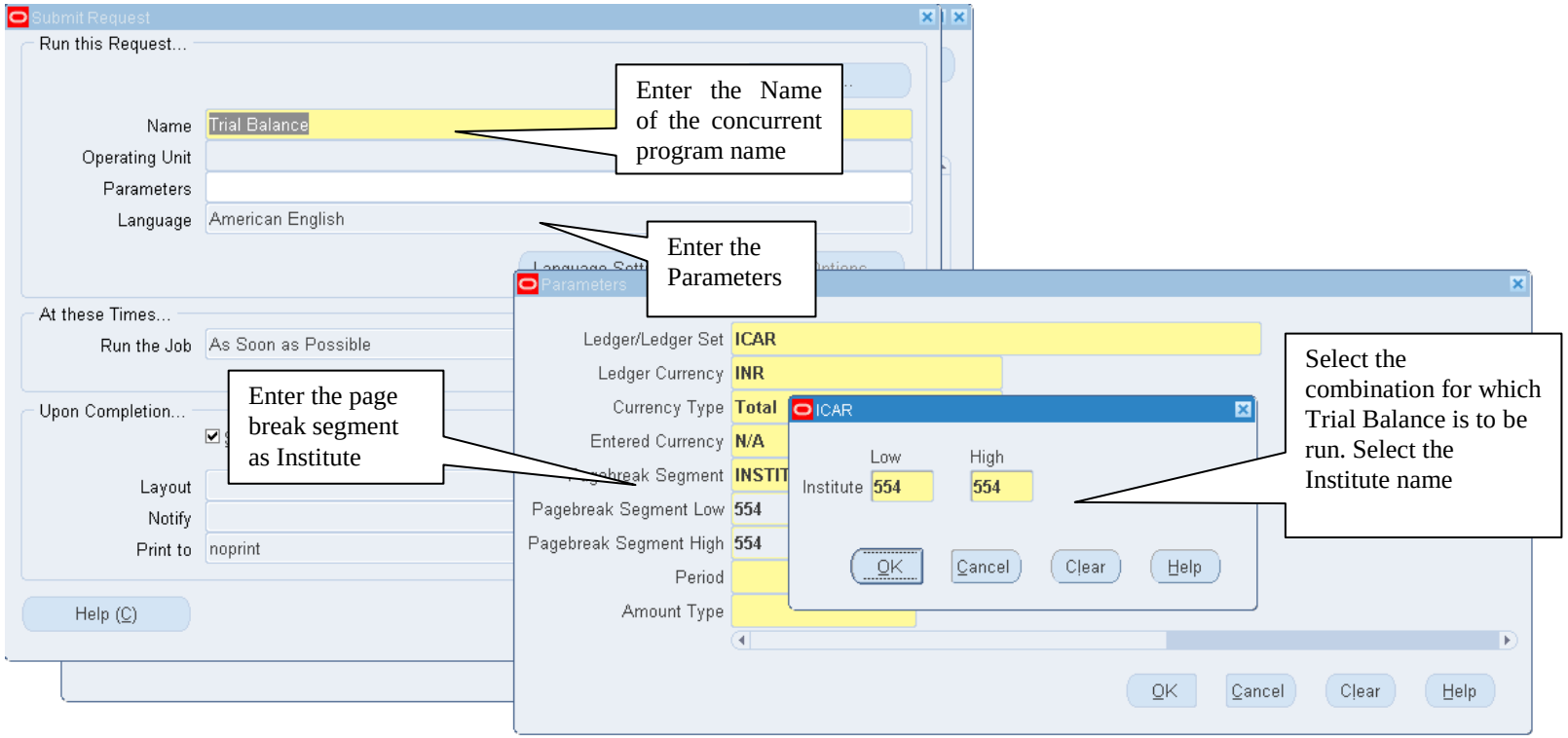
- To View the result click on **View output**.

ICAR Account Analysis.xlsx

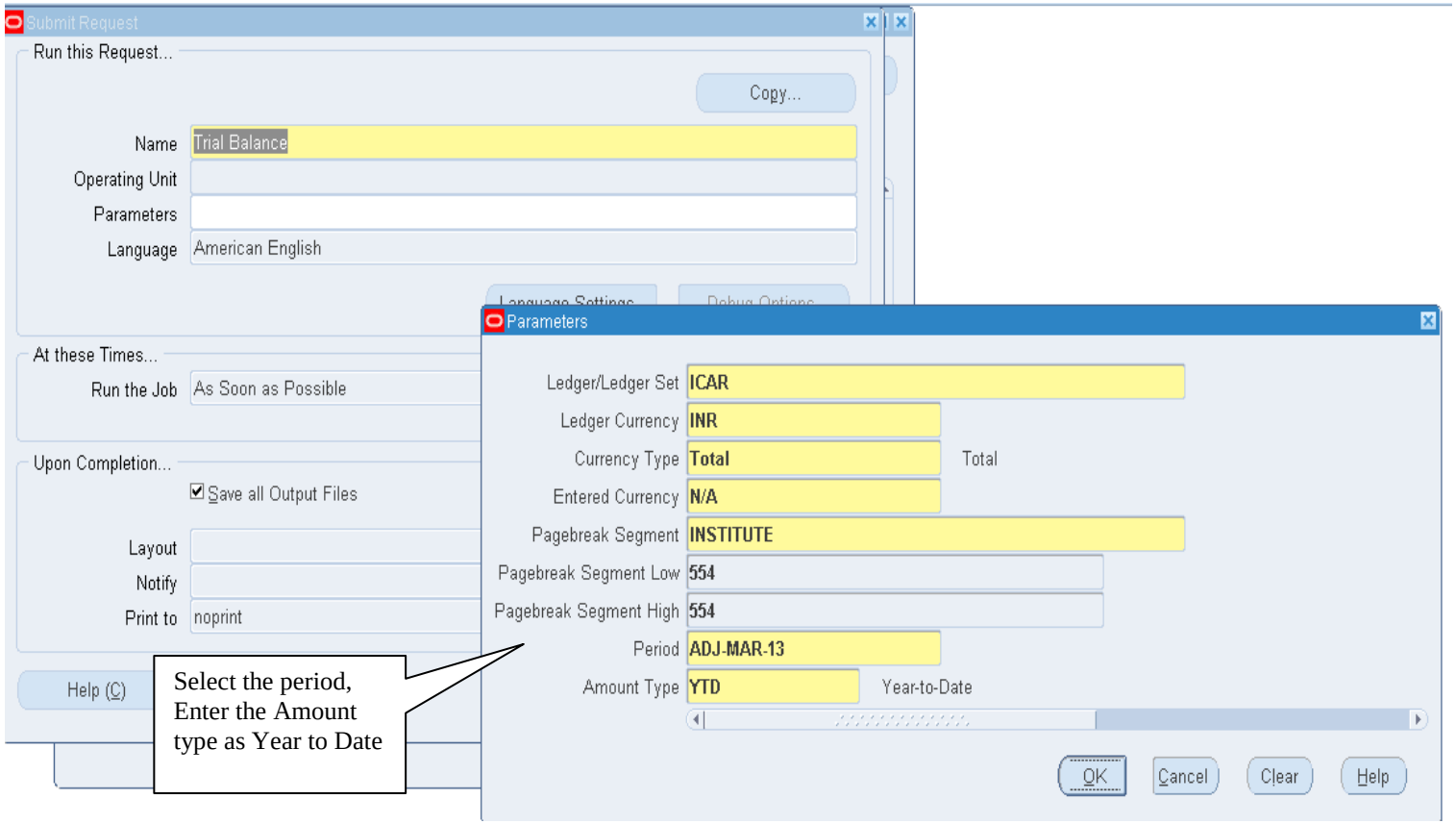
6.2 Process to run Trial Balance

Concurrent program ***Trial Balance***

- Process to run any concurrent program is same.
- Select 'Trial Balance' in the Name of the report and enter the parameters.

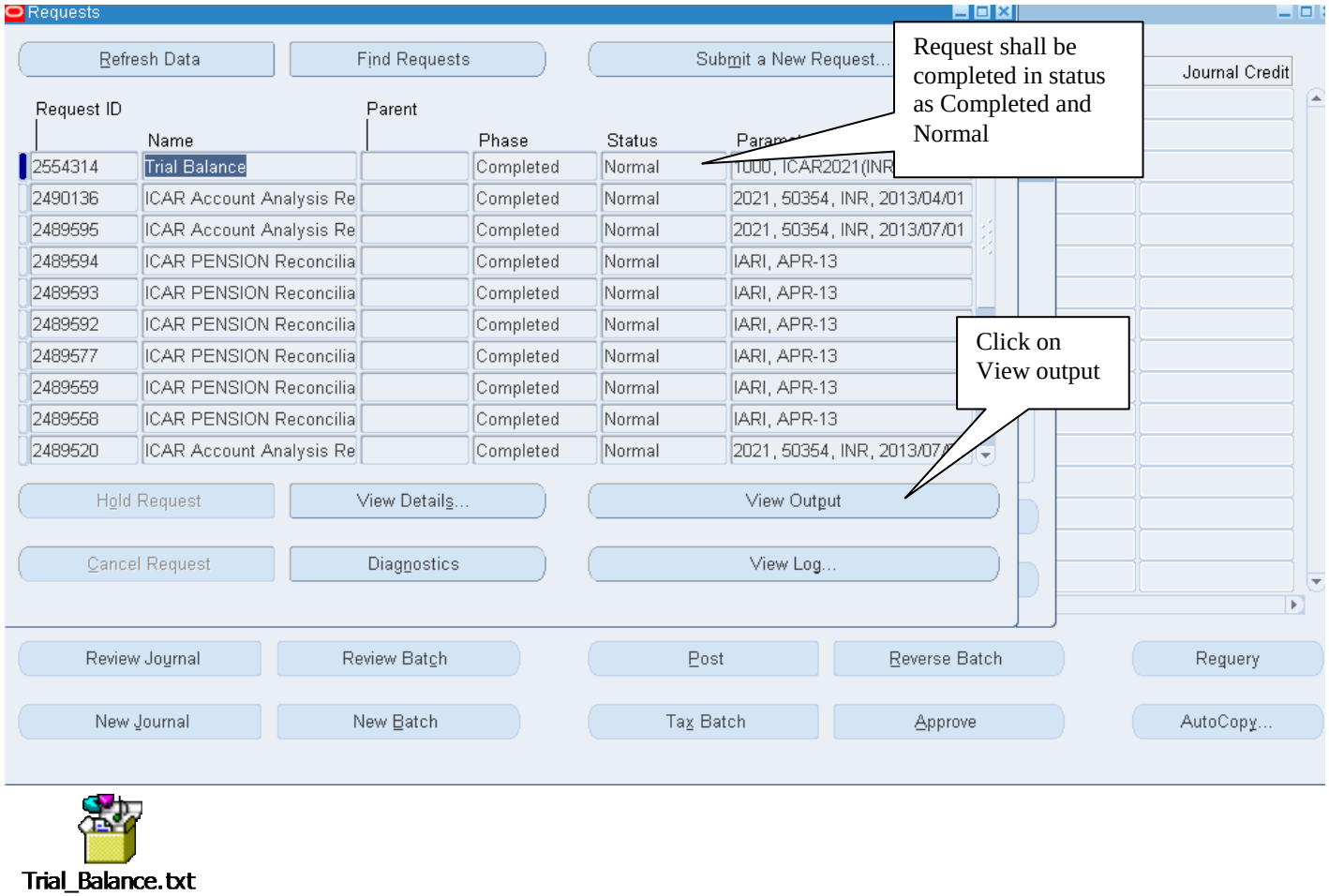


Concurrent program ***Trial Balance***	• Enter the parameters for running the report



Concurrent program ***Trial Balance***

- Click on Refresh, Program should be completed with status as Normal. As shown in fig:



7 Report Manager - For Running Financial Reports

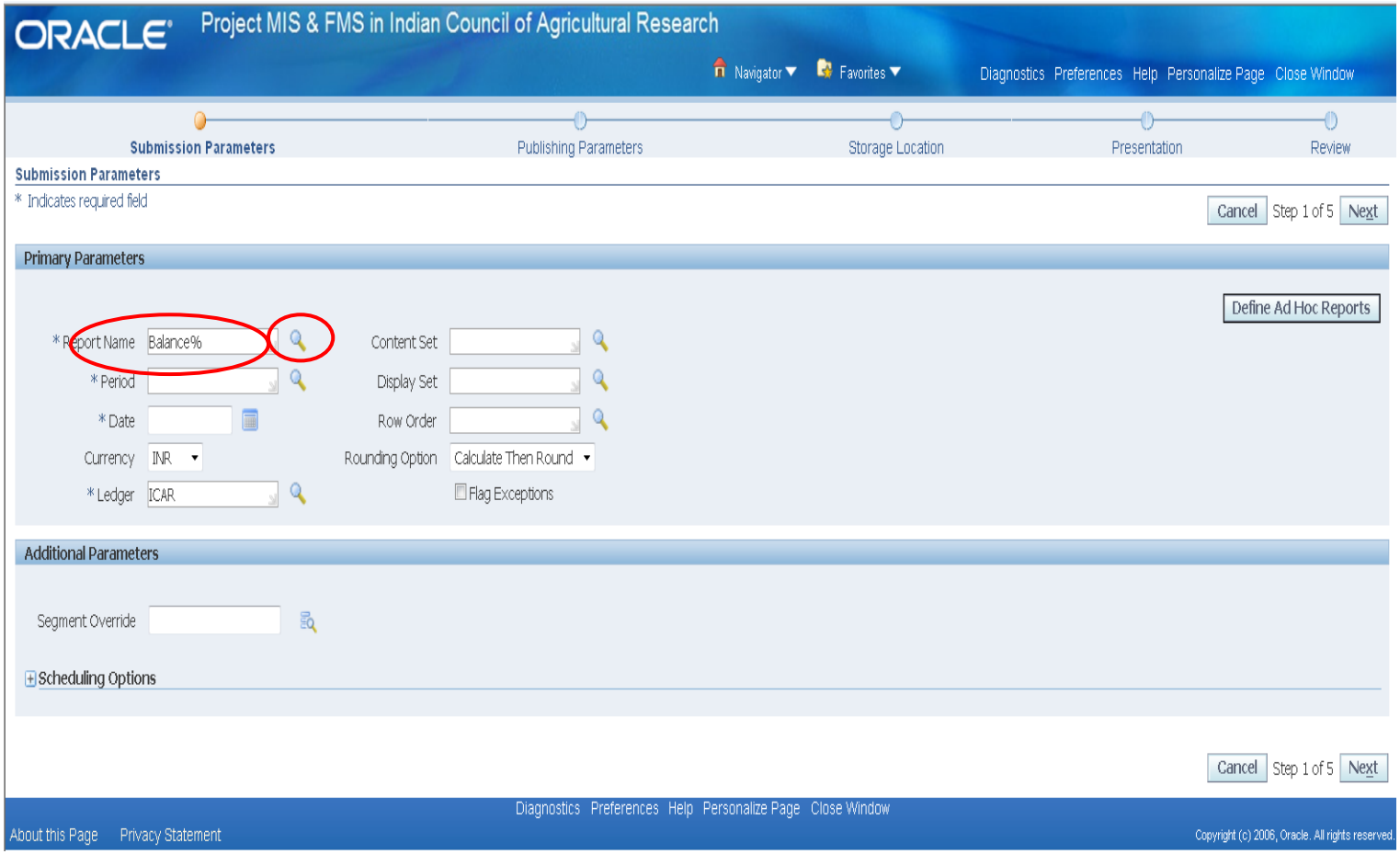
7.1 Run Reports

7.1.1 Balance Sheet

Navigation	Reports Manager →Financial Report submission
Process to run ***Balance Sheet***	

Process to run ***Balance Sheet***

- Following screen will open in a new window.
- In Report Name, search the name of the report using %.
- Click on Magnifier glass button. It is used for making a search.

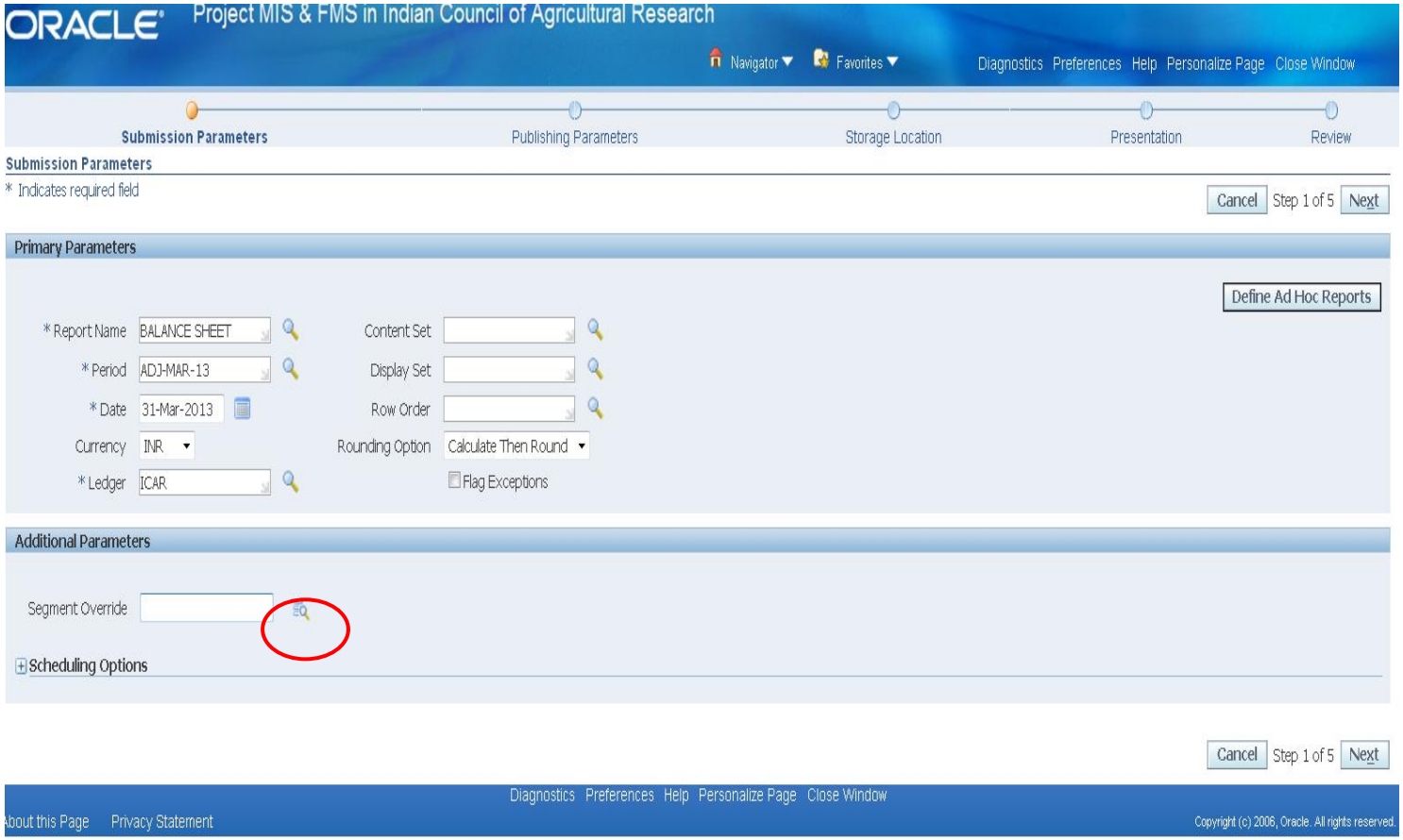


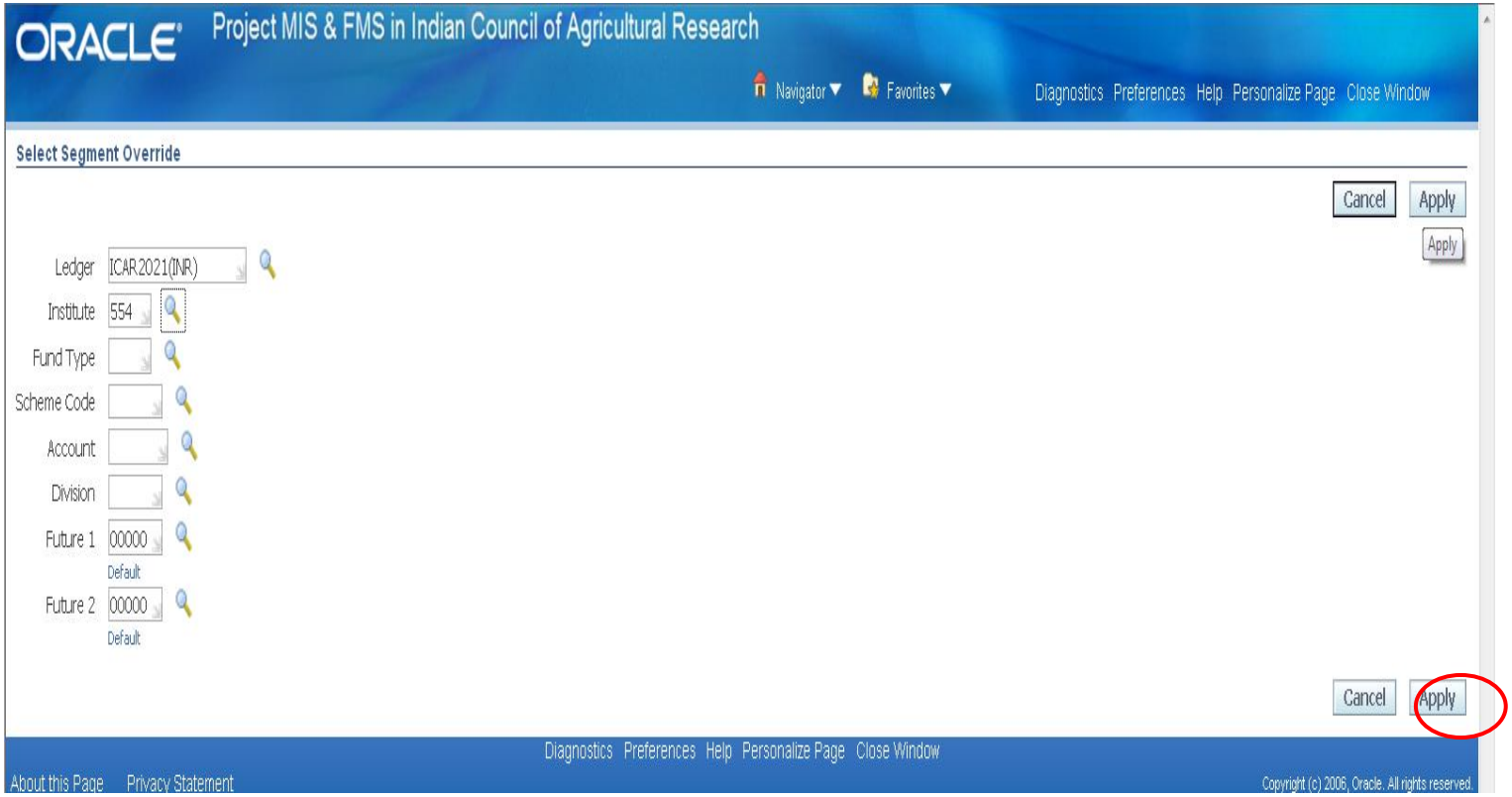
Process to run ***Balance Sheet***

- Select the report name by clicking on the Radio Button and then **Select**.

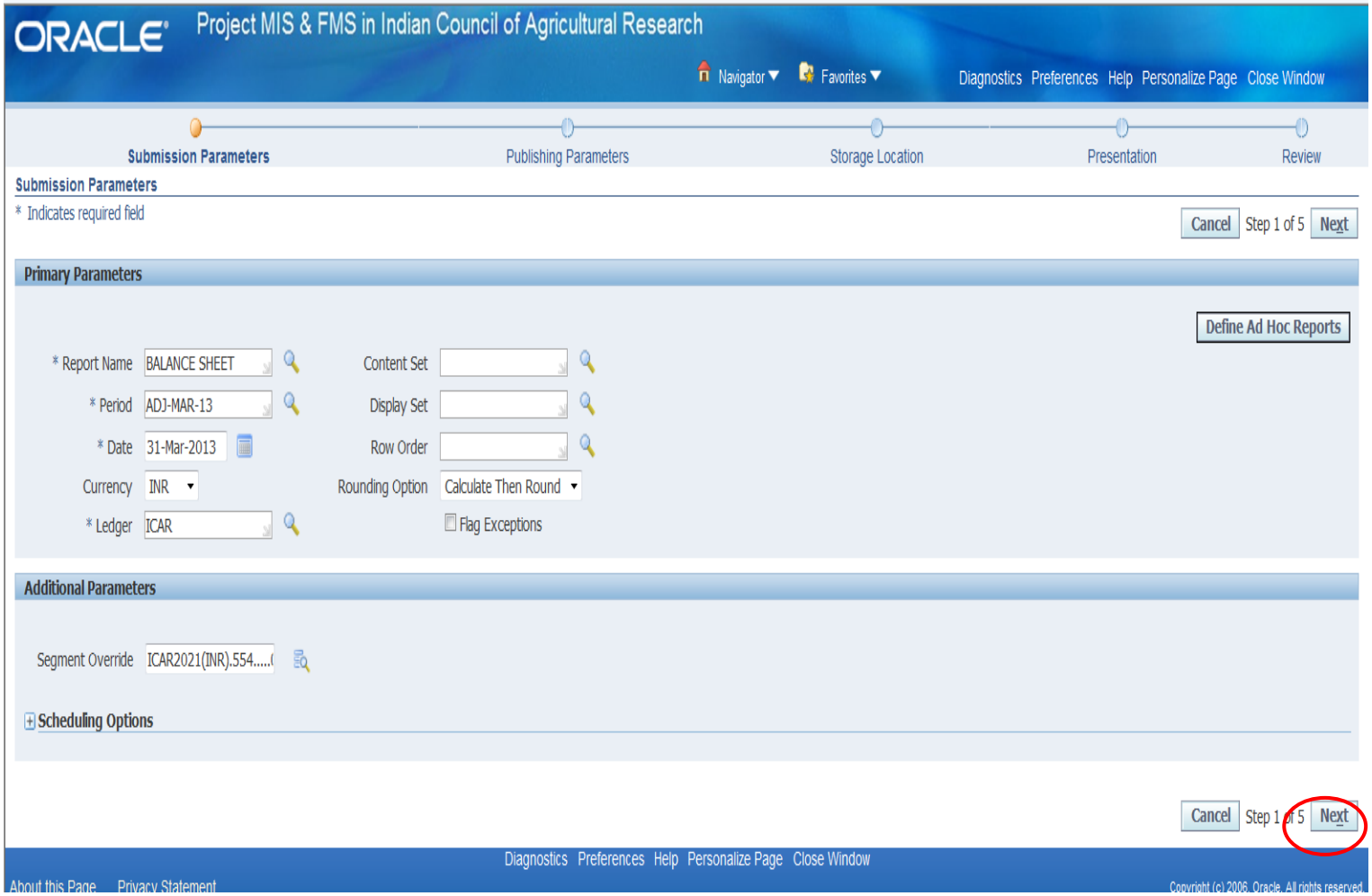
Process to run ***Balance Sheet***

- Enter the Period, and other details shall come automatically.
- Now, in additional parameters, click on the Magnifier button to open the screen



Process to run ***Balance Sheet***	• Following screen will open. • Here enter the Ledger, and select the Institute name for which you want to extract the financial reports. • The user can open find screen by clicking on the Magnifier button, and use % to search.  • Click on **Apply**.

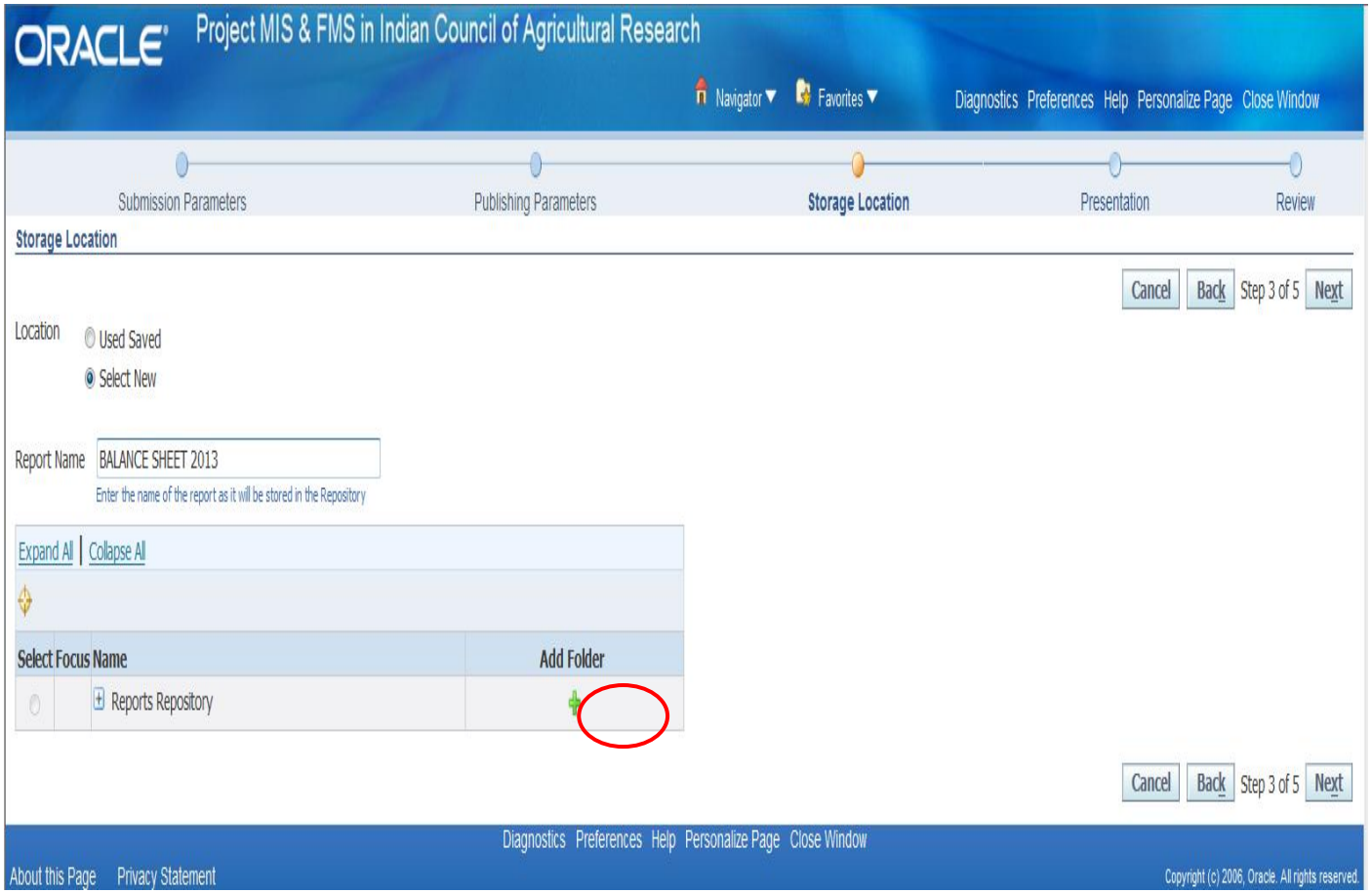
Process to run ***Balance Sheet***	• Click on **Next**.



Process to run ***Balance Sheet***

- In step 2 of 5, the Default template will come.
- Click on **Next**.

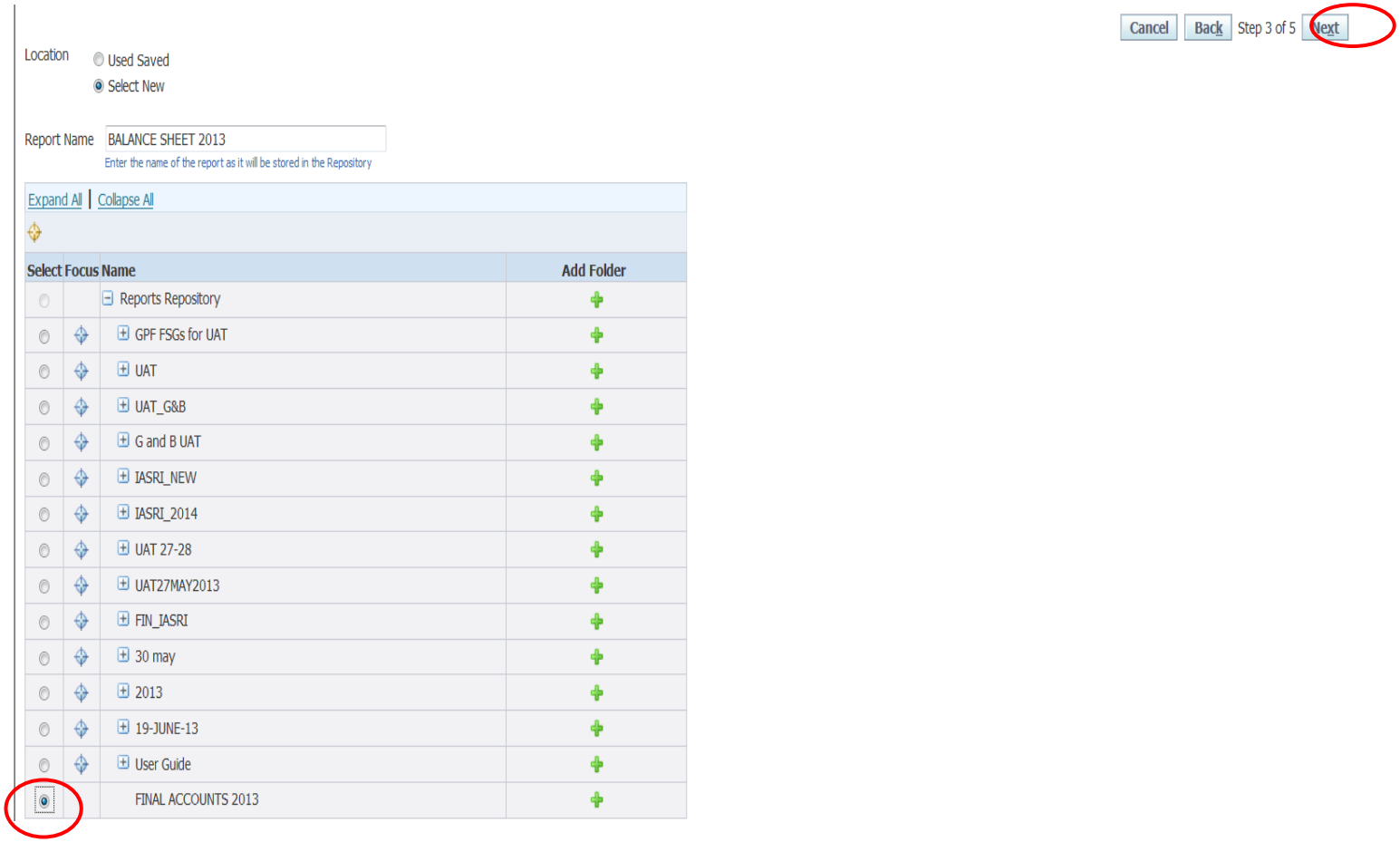
Process to run ***Balance Sheet***	• Give a name to the report. • All the reports that are being run through report manager have to be saved in some folder. • To create a new folder, click ok + button



Process to run ***Balance Sheet***	• Give a name to the folder that you want to create and click on **Apply**. • It would create a folder, with this name where you can save the reports.

Process to run ***Balance Sheet***

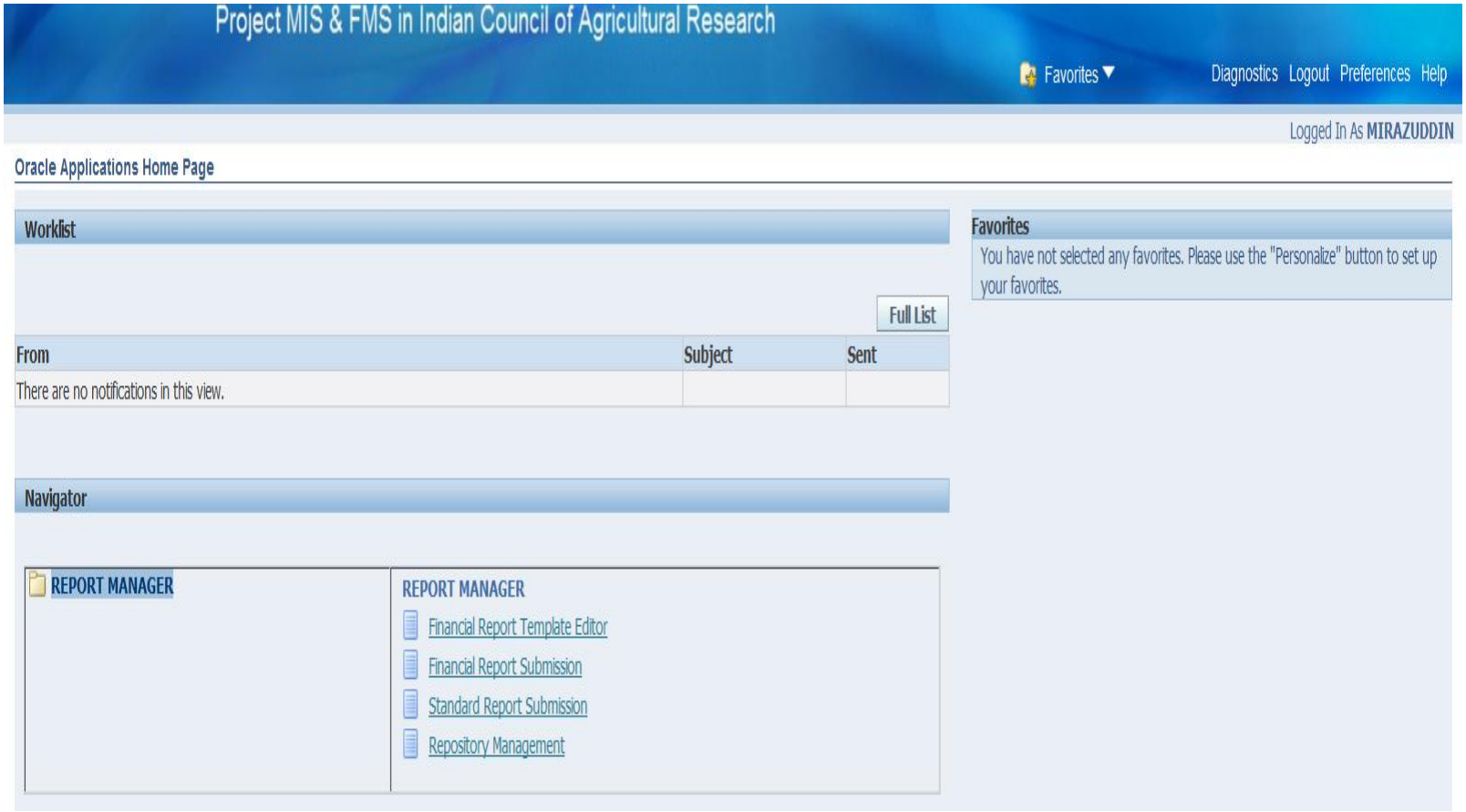
- After giving a name to the report, create a new folder if required.
- Reports can otherwise be saved in an existing folder also.
- Here, select the folder in which reports are to be saved.
- Check the radio button of that folder and click on **Next.**



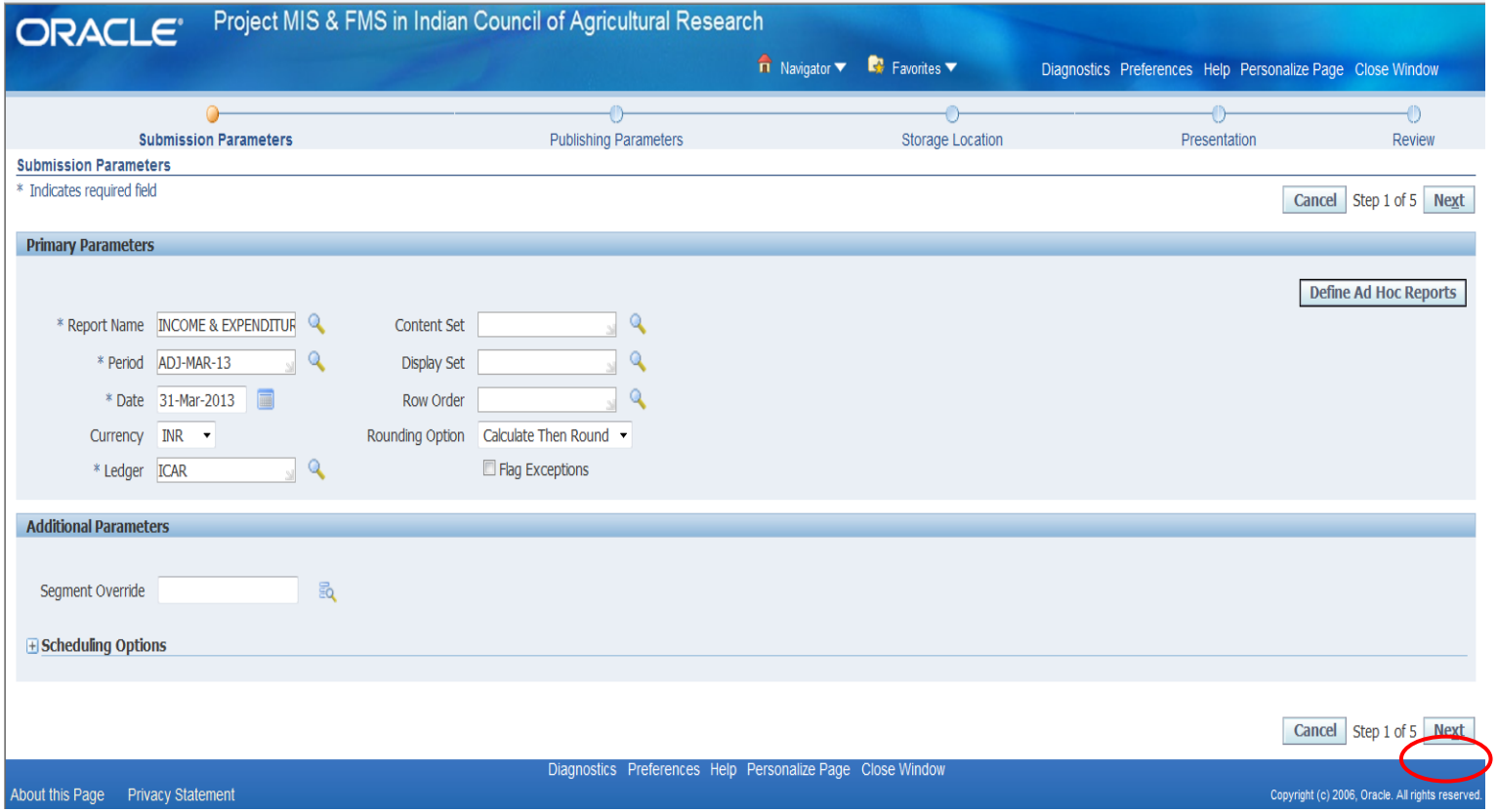
Process to run ***Balance Sheet***	• Click on **Next** to move to the next step.

Process to run ***Balance Sheet***	• This is the final step, where you can review the details of the parameters for which you are going to run the report. • If any changes are to be done then click on **Back**, else move forward and click on **Submit**.

Process to run ***Balance Sheet***	• Following confirmation will come, showing that the request has been submitted and saved in the folder. • Click on **Ok**. • The process to view these reports is explained in the further process.

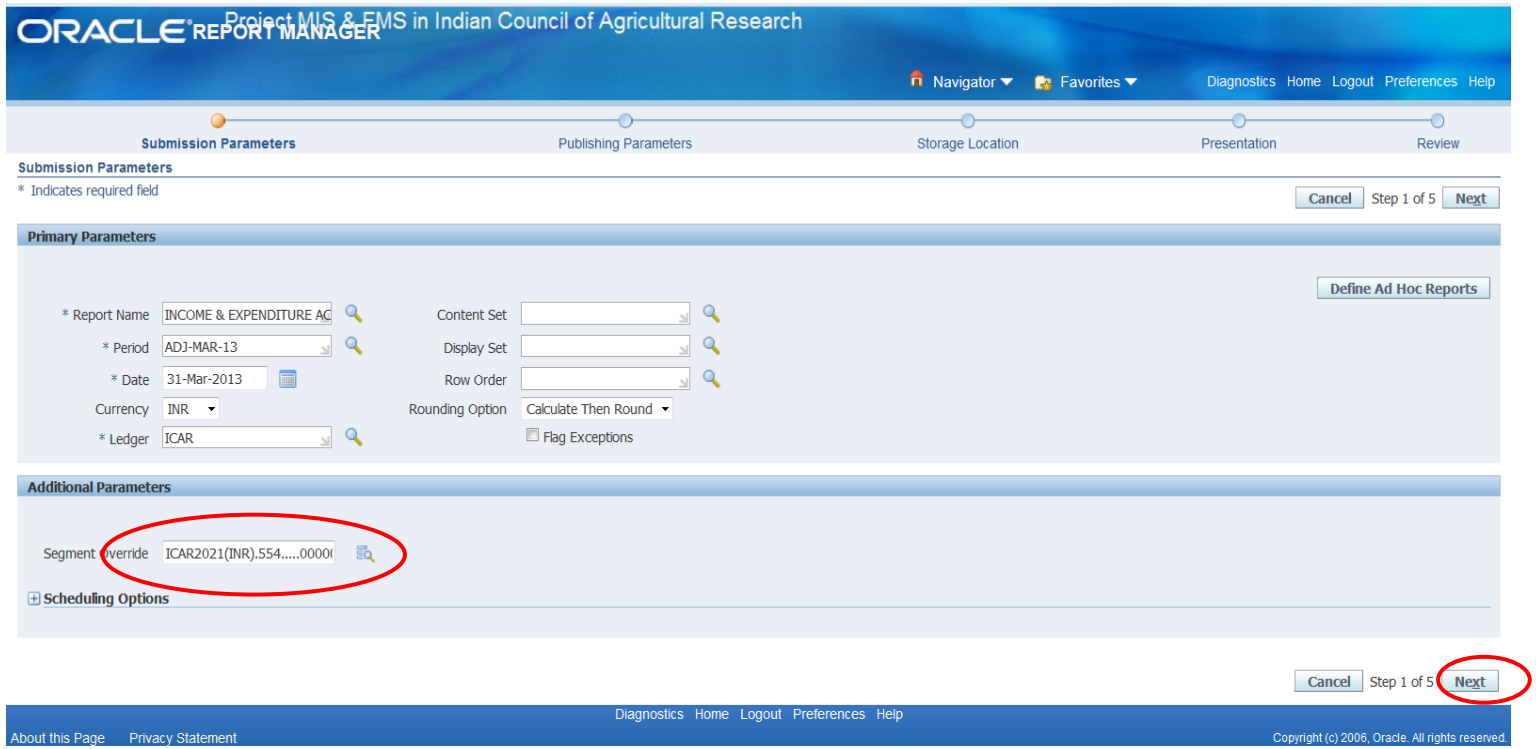
7.1.2 Income & Expenditure	
Navigation	• Reports Manager →Financial Report submission
Process to run ***Income & Expenditure report***	

Process to run ***Income & Expenditure report***	• Following screen shall open in a new window. • In Report Name, search the name of the report using %. • Click on Magnifier glass button. It is used for making a search and select Income & Expenditure. • Enter the Period, and other details shall come automatically.



Process to run ***Income & Expenditure report***

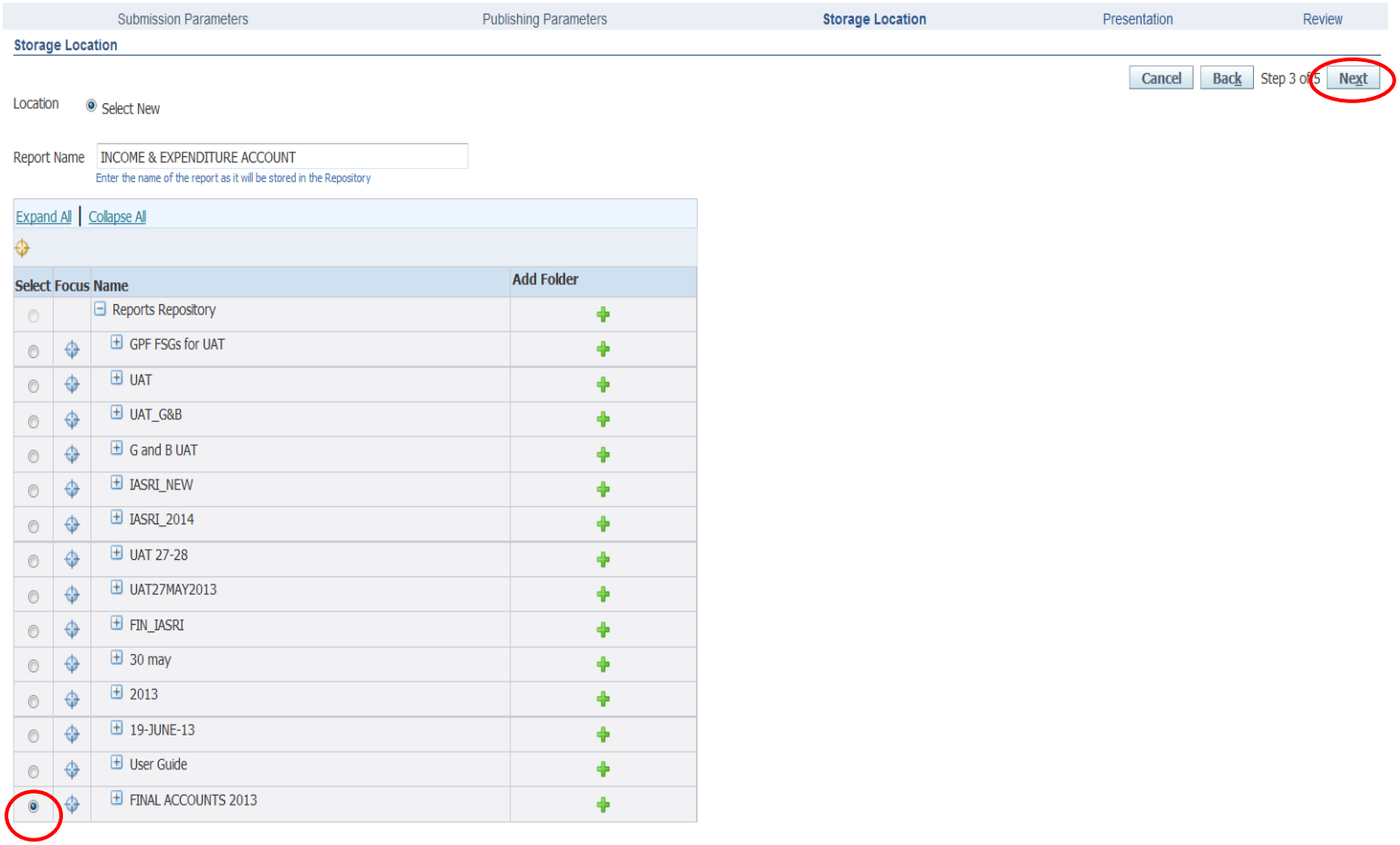
- Now, in additional parameters, enter segment override.
- Click on the Magnifier button to open the screen
- Here enter the Ledger, and select the Institute name for which you wants to extract the financial reports.
- The user can open find screen by clicking on the Magnifier button, and use % to search. Select it and click on **Next**.



Process to run ***Income & Expenditure report***	• In step 2 of 5, the Default template will come. • Click on **Next**.

Process to run ***Income & Expenditure report***

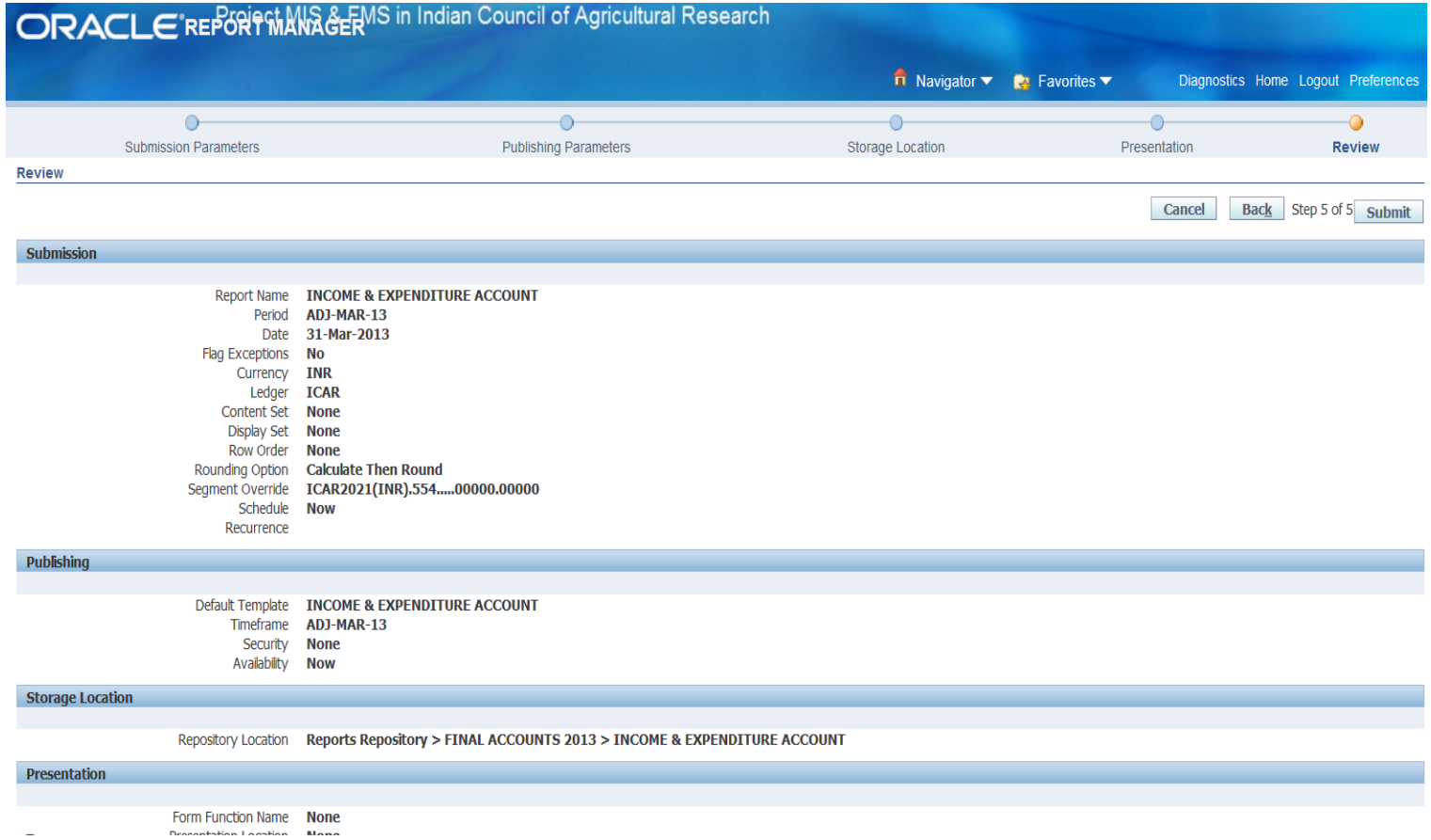
- After giving a name to the report, create a new folder if required.
- Reports can otherwise be saved in an existing folder also.
- Here, select the folder in which reports are to be saved.
- Check the radio button of that folder and click on **Next**.



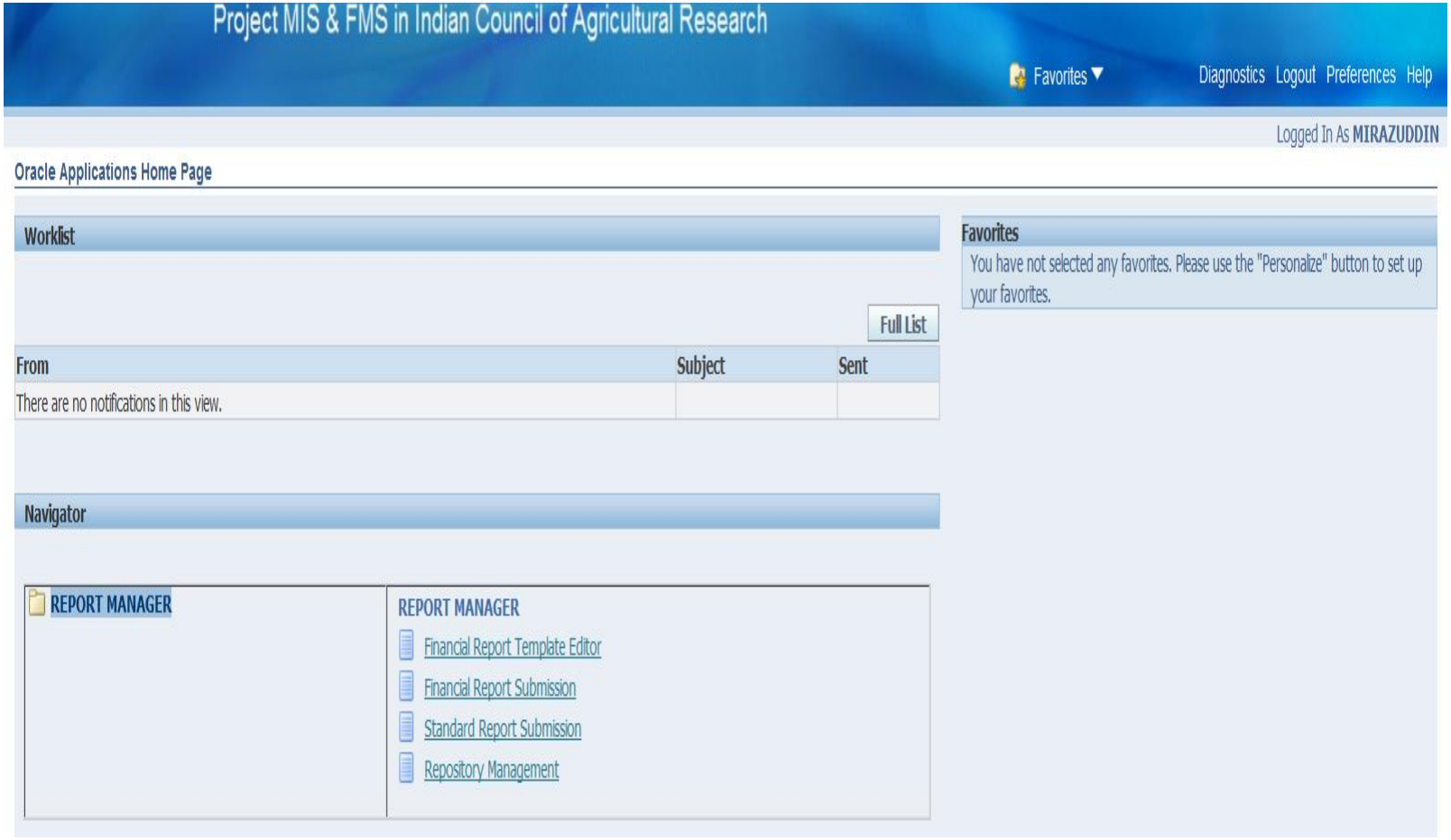
Process to run ***Income & Expenditure report***	• Click on **Next** to move to the next step.

Process to run ***Income & Expenditure report***

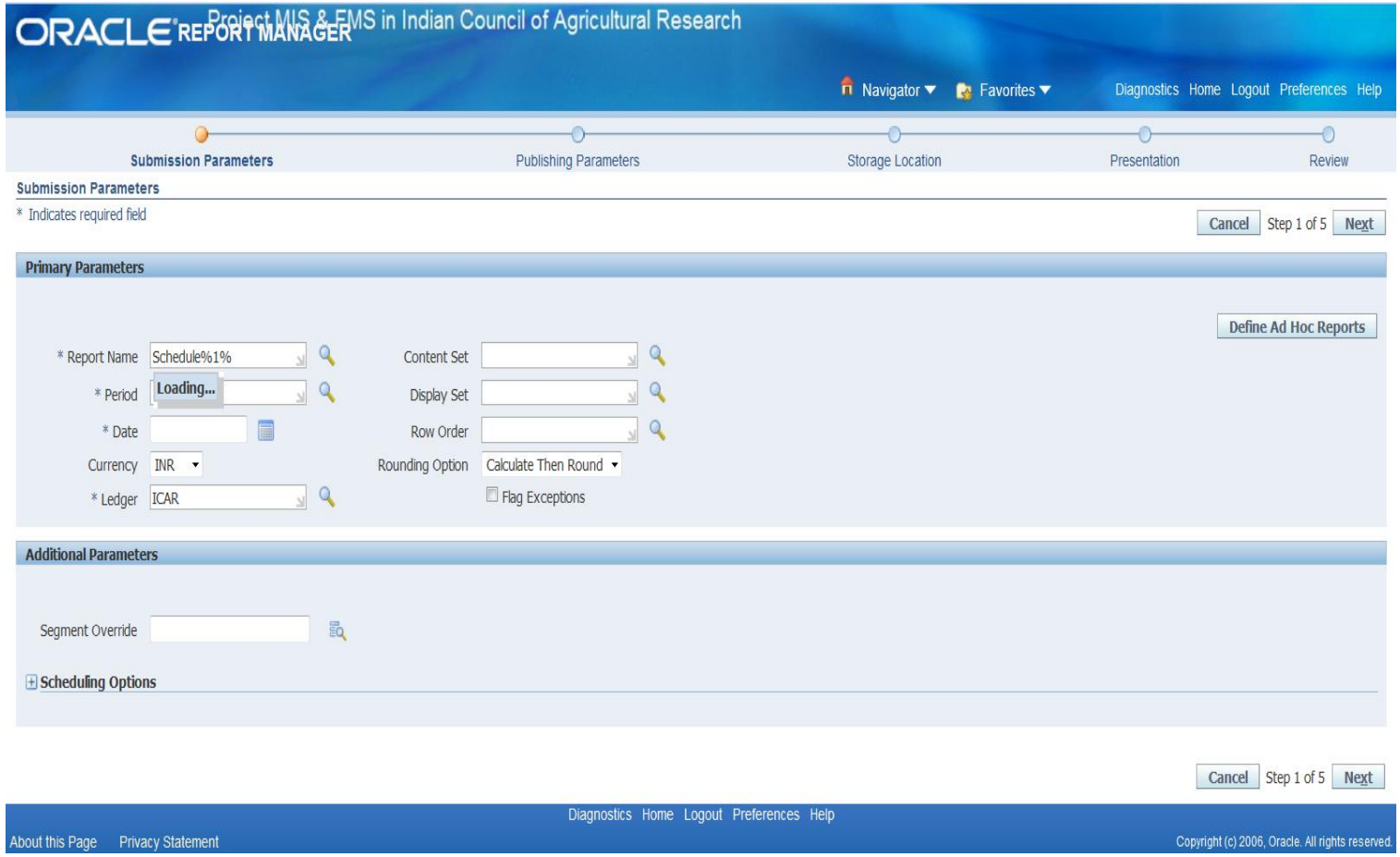
- This is the final step, where you can review the details of the parameters for which you are going to run the report.
- If any changes are to be done then click on back, else move forward and click on **Submit**.



Process to run ***Income & Expenditure report***	• Following confirmation will come, showing that the request has been submitted and saved in the folder. • Click on **Ok**. • The process to view these reports are explained in the coming process. Follwing shall be the output of the request. INCOME & EXPENDITURE.xlsx

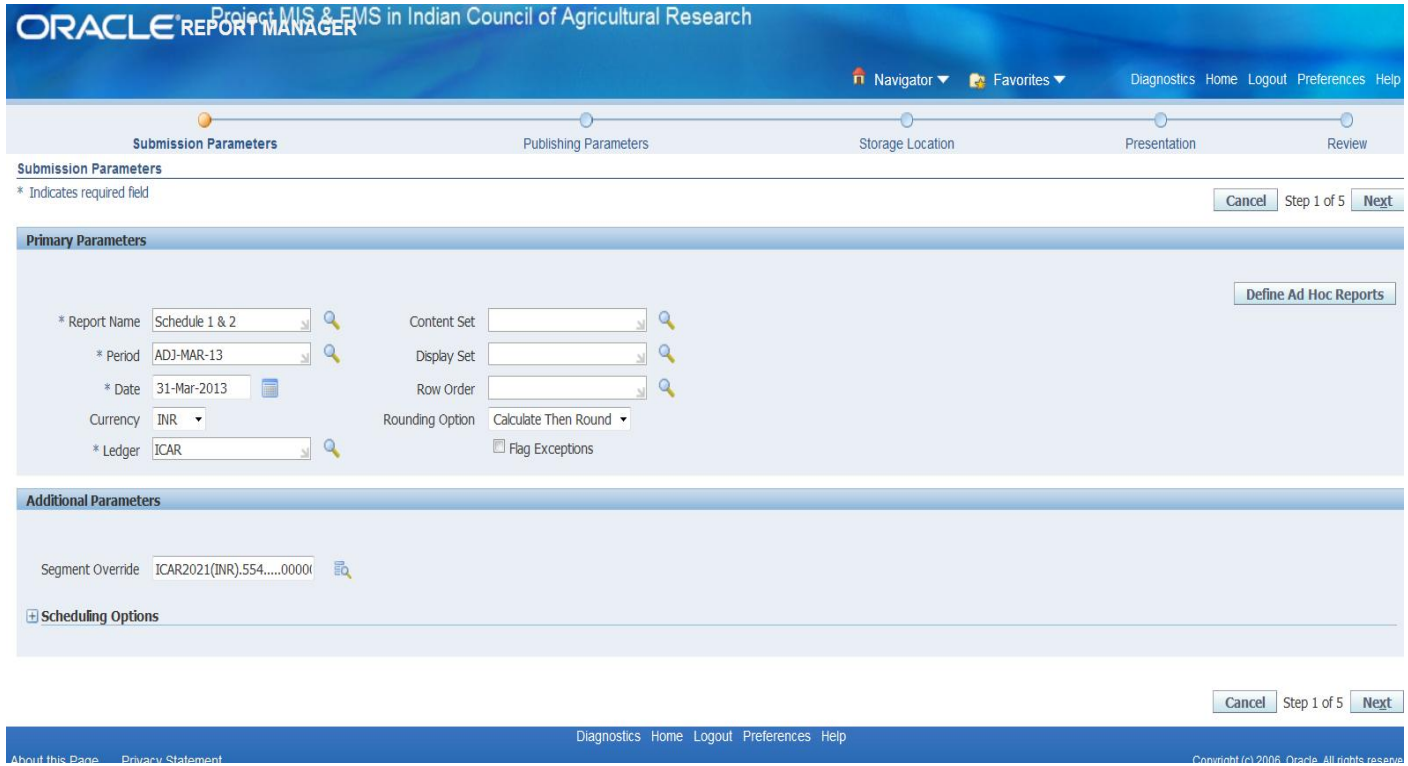
7.1.3 Schedules forming part of Annual Accounts	
Navigation	• Reports Manager →Financial Report submission
Process to run ***Schedules forming part of Annual Accounts***	

Process to run ***Schedules forming part of Annual Accounts***	• Following screen shall open in a new window. • In Report Name, search the name of the report using %. • Click on Magnifier glass button. It is used for making a search. Select the required report and click on **Ok**.

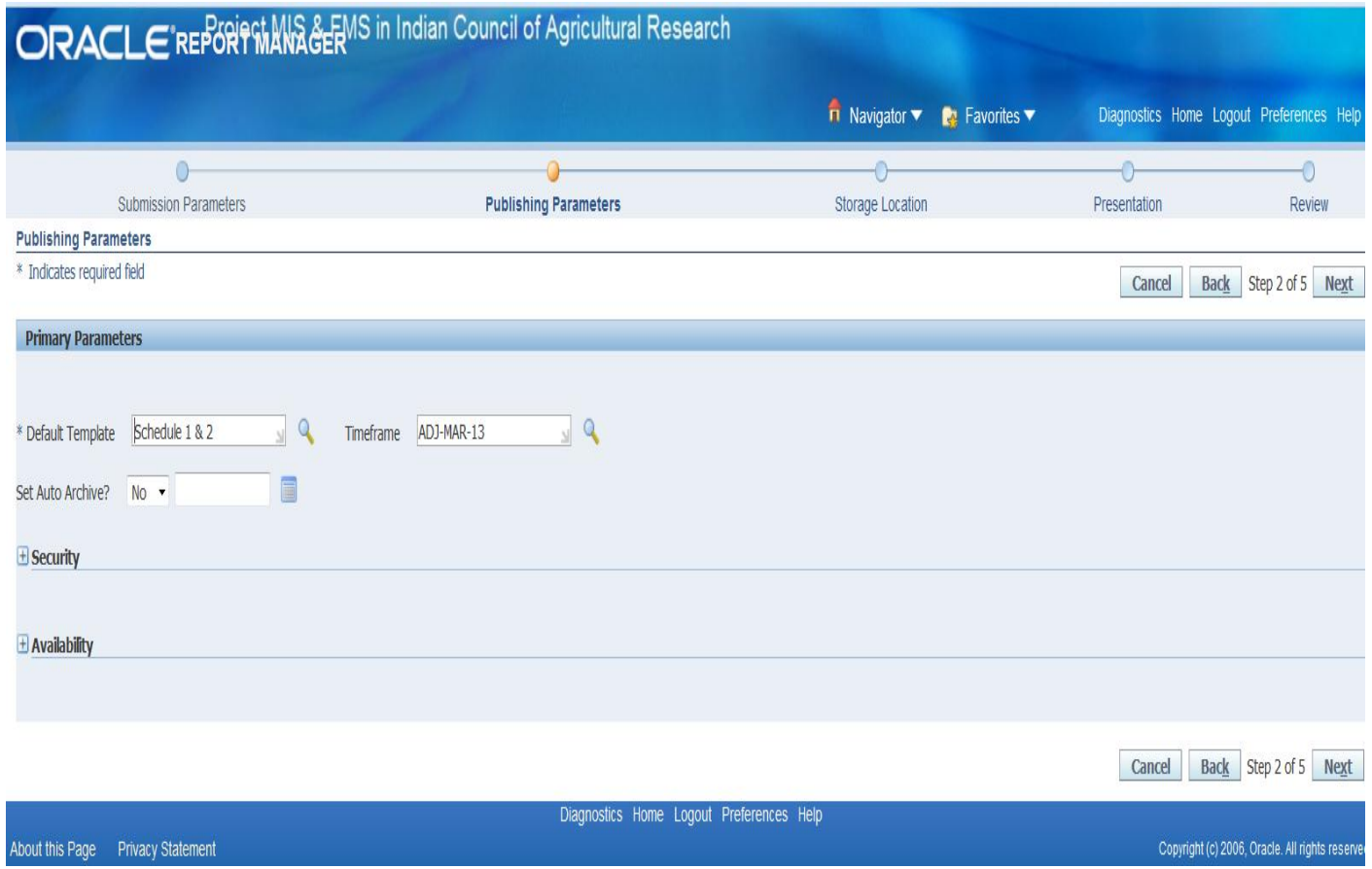


Process to run ***Schedules forming part of Annual Accounts***

- Now, in additional parameters, enter segment override.
- Click on the Magnifier button to open the screen
- Here enter the Ledger, and select the Institute name for which you wants to extract the financial reports.
- The user can open find screen by clicking on the Magnifier button, and use % to search. Select it and click on **Next**.

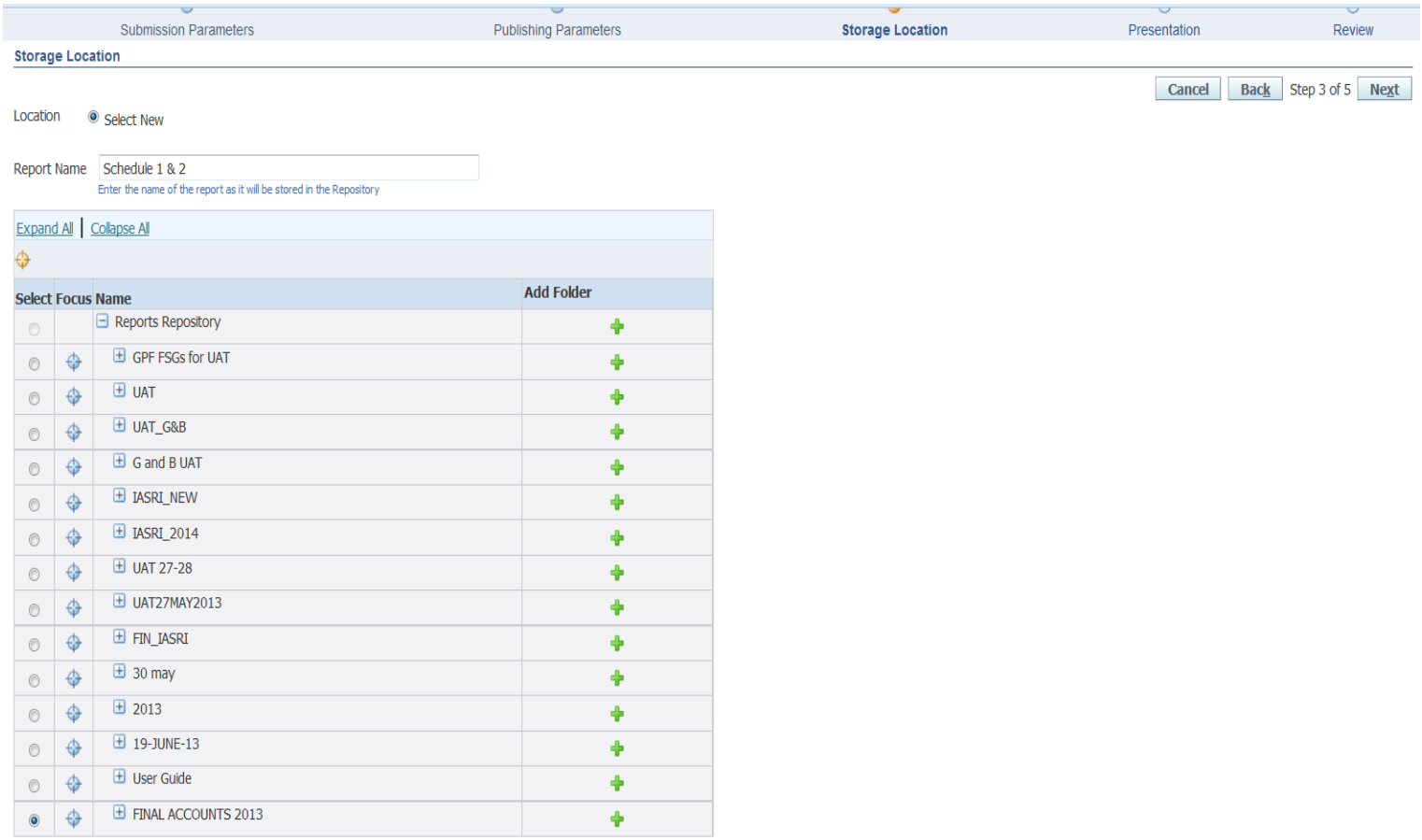


Process to run ***Schedules forming part of Annual Accounts***	• In step 2 of 5, the Default template will come. • Click on **Next**.



Process to run ***Schedules forming part of Annual Accounts***

- After giving a name to the report, create a new folder if required.
- Reports can otherwise be saved in an existing folder also.
- Here, select the folder in which reports are to be saved.
- Check the radio button of that folder and click on **Next**.



Process to run ***Schedules forming part of Annual Accounts***	• Click on **Next**.

Process to run ***Schedules forming part of Annual Accounts***	• This is the final step, where you can review the details of the parameters for which you are going to run the report. • If any changes are to be done then click on back, else move forward and click on **Submit**.

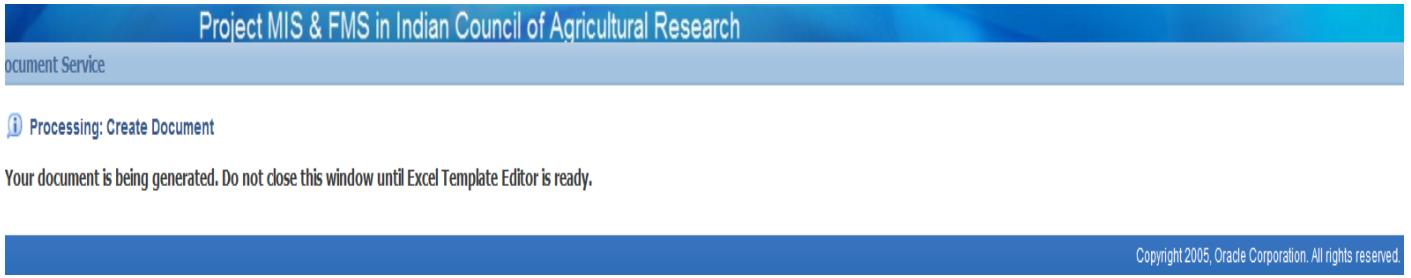
Process to run ***Schedules forming part of Annual Accounts***	• Following confirmation will come, showing that the request has been submitted and saved in the folder. • Click on **Ok**. The process to view these reports are explained in the coming process. Follwing shall be the output of the request. Schedule 1&2.xlsx

7.2 Process to View Saved Reports

Navigation	• Reports Manager →Financial Report submission
Process to View Saved Reports	

Process to View Saved Reports	• Rrepository management screen is the screen which will store all the reports which are ever generated from report manager. • It is a repository of the reports. • Click on the + button to explore all the available folders. • Now look for the folder in which the report was saved.

Process to View Saved Reports	• Again click on + button to view all the stored reports in that particular folder. • Click on the output button.

Process to View Saved Reports	• Here you can select the format in which you want the report to be generated. • The reports can be generated in Excel, PDF and HTML formats. • Click on the desired symbol. • To generate report in excel format, click on excel symbol as shown. • Following message will appear. Do not close the window since the report generation is in process. This message may not come, if report manager does not take much of time to create a report. 

Process to View Saved Reports	• Following confirmation comes when the required report is being already generated in the required format as asked for. • Open that report form your taskbar, which will keep on flashing once the report is generated. BALANCE SHEET 2013.xlsx

7.3 Process to Create a New Folder for Storage

Process to Create a New Folder for Storage

- All the reports that are being run through report manager have to be saved in some folder.
- To create a new folder, click on Add folder button (+).

Process to Create a New Folder for Storage	• Give a name to the folder that you want to create and click on **Apply**. • It would create a folder, with this name where you can save the reports.

Process to Create a New Folder for Storage

- Here, you can select the folder in which reports are to be saved.
- Check the radio button of that folder and click on **Next**.
- You can see the folder that is created is appearing in the following screenshot.